



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
28: WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-4757
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of the
Les clauses 1 et 2 ci-dessous font partie du document de

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19402

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19402 16 1680

Page 1 of 2

Inspection Agency - Charge de l'inspection

Consignee et destination unless specified here in
Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à:
COCONETU, TRAIAN
613-946-4757

Destination
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and any F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

The number figured in this case
doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261680

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à:

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

s.19(1)

s.20(1)(c)

À moins d'indication contraire dans les présentes de la part du la Couronne, tous les prix seront en monnaie canadienne, les droits de douane carcéns et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No.-No. de la modification
1

Previous Value - Valeur précédente
\$ 55,228.75

Inc./Decs. - Aug./Dim.
\$11,045.75-

Revised Value - Montant révisé
\$ 44,183.00

1 The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer

2 The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/237/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ACC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/237/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees/Vat. Limit Taux/Vat. limite	GST% NTPS	GST Total Total TPS	Total
00010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment 001: Is raised to reduce the days from Technical Writer Level 3: ***PO quantity changed*** ***Schedule lines changed***	2016.11.28	2017.03.31	19402			13%	5,083.00	44,183.00

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

DWP SOLUTIONS INC
101-340 LEGGET DR
KANATA ON K2K 1Y6
CANADA
Phone:

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens ou services, ou les deux énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Signature of Vendor (type or print)
Signature du fournisseur (en lettres moulées)

Dec 19/16

Date

Telephone No. - N° de téléphone

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B. Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles.

PRON FILE 1000021680

Total Estimated Cost
Coût global estimatif

\$ 44,183.00

For the Minister - Réservé au Ministre

Signature

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

133949

JUS 9206-11 (07/2006)

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prêtez de retourner immédiatement une copie dûment signée.



Government of
Canada

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-AM-D-J	To - A Y-AM-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vat. Limit Taux/Vat. Limite	GST% %TPS	GST Total Total TPS	Total
	<p>Financial Codes Codage financier 0130-19013-15-530006-3720 -4080 =====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								
	<p>Amount Montant 39,100.00</p>								
<p>JUS 5200-11 (07/2006)</p>									
<p>Requestion No - Demande Ord. QM - Sur deman Yr - An Ser No - N° de série 19402 16 1680</p>								Page 2 of 2	2



Department of Justice
Canada

Ministère de la Justice
Canada

Contract No.
1940261680

AMENDMENT 001

Is raised to reduce the number of days from [REDACTED] for [REDACTED]

In order to do so:

s.19(1)

s.20(1)(c)

DELETE :

6. PAYMENT

a. Basis of Payment

I. Professional Services

Estimated Cost: \$48,875.00

III. Applicable Taxes

Estimated Cost: \$6,353.75

AND REPLACE WITH:

6. PAYMENT

a. Basis of Payment

I. Professional Services

Estimated Cost: \$39,100.00

III. Applicable Taxes

Estimated Cost: \$5,083.00

AND

Delete Annex B on its entirety and replace with the following:

ANNEX B : Basis of Payment

B1 Basis of Payment - Professional Services

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Department of Justice
CanadaMinistère de la Justice
CanadaContract No.
1940261680

Estimated Cost: \$ 39,100.00.

B2 Professional FeesPrimary Resource

One *Primary Technical Writer* is required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For this primary resource, the firm all-inclusive per diem rates indicated below will apply.

Secondary Resource

One additional resource, a *Secondary Technical Writer*, of the same TBIPS stream, category and experience level as the corresponding primary resource, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests the secondary resource, the firm all-inclusive per diem rates indicated for the primary resource, as indicated below, will apply.

B2.1 Initial Contract Period (from November 28, 2016 to March 31, 2017).

s.19(1)

s.20(1)(c)

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$39,100.00
	Secondary Technical Writer: (if requested <i>insert name and level of effort at Contract amendment</i>)	\$ 488.75	Unknown	Unknown

B2.2 Option Period 1: (from April 1, 2017 to September 30, 2017)

During Option Period 1 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$58,650.00
	Secondary Technical Writer: (if requested <i>insert name and level of effort at Contract amendment</i>)	\$ 488.75	Unknown	Unknown

Department of Justice
CanadaMinistère de la Justice
CanadaContract No.
1940261680

s.19(1)

s.20(1)(c)

B2.3 Option Period 2: (from October 1, 2017 to March 31, 2018)

During Option Period 2 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$58,650.00
	Secondary Technical Writer: (if requested insert name and level of effort at Contract amendment)	\$ 488.75	Unknown	Unknown

* In Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.

All other terms and conditions remains unchanged.

*** END OF AMENDMENT 001 ***

Gouvernement du
Canada

PHONE: 633 304-9709
FAX:

Amendment ☐ Modification

Direct inquiries to
Adresser toutes demandes de renseignements à
COCONETU, TRIAN
613-301-9709

Revised Value - Mortant Revised

000006



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(LIST OF ANNEXES TO THE CONTRACT:

- Annex A: Statement of Work (SoW)**
- Annex B: Basis of Payment**
- Annex C: Security Requirements Check List (SRCL)**
- Annex D: Recipient Electronic Payment Registration Request Form**



CONTRACT CLAUSES

The following clauses apply to and form part of this contract resulting from the bid solicitation number 10000021680 entitled TBIPS requirement for one (1) Technical Writer Level 3 - eLitigation Modernization Project.

1 REQUIREMENT

- a. **DWP Solutions Inc.** (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- b. **Client(s)** : Under the Contract, the "Client" is the Department of Justice Canada (JUS).
- c. **Reorganization of Client** : The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Terms** : Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.
- e. **Location of Services** : Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a. General Conditions :

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.



6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

b. Supplemental General Conditions :

The following Supplemental General Conditions :

- i. 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground In-formation;

3 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "B" to Part B to the Supply Arrangement, applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6

1. The Contractor must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

4 CONTRACT PERIOD

- a. **Contract Period :** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
 - i. The "Initial Contract Period", which begins on **November 28, 2016** and ends on **March 31, 2017**; and
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract :**
 - i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional six-month periods under the same terms and conditions. The two option periods are as follows:

Option 1: April 1, 2017 to September 30, 2017.

Option 2: October 1, 2017 to March 31, 2018.

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

- ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.



5 AUTHORITIES

a. Contracting Authority

The Contracting Authority for the Contract is:

Name: Traian Coconetu
Title: Senior Contracting Officer
Organization : Justice Canada
Address : 284 Wellington Street, Ottawa, Ontario, K1A 0H8
E-mail address : traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. Technical Authority

The Technical Authority for the Contract is:

Name : Alexandre Cormier
Title : Manager, National Litigation Support Services
Organization : Justice Canada
Address : Constitution Square, 360 Albert Street, Ottawa, Ontario, K1A 0H8
Telephone : 613-698-6267
E-mail address : alexandre.cormier@justice.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

INSPECTION AND ACCEPTANCE

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

c. Contractor's Representative

The Contractor's Representative for the Contract is:

Name: [REDACTED]
Title : [REDACTED]
Organization : DWP Solution Inc, (a Calian Ltd Company)
Address : 101-340 Legget Dr, Ottawa Ontario, K2K 1Y6
Telephone : 613-599-8600 ext 207
Cell: [REDACTED]
E-mail address: [REDACTED]

s.19(1)



6 PAYMENT

a. Basis of Payment

- I. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B - Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated cost: ~~\$ 48,875.00.~~ \$39,100.00

II. **Pre-Authorized Travel and Living Expenses :**

Canada will not pay any travel or living expenses associated with performing the Work.

III. **Applicable Taxes:**

Estimated cost: \$ 6,353.75. = 5,083.00

- IV. **Competitive Award :** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- V. **Professional Services Rates :** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- VI. **Purpose of Estimates :** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

- b. **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

- i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
- A. It is 75 percent committed, or
 - B. 4 months before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.
- ii. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.



- c. **Monthly Payment** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :
- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - all such documents have been verified by Canada;
 - the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

- If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of *10 days*.
- Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and *20 working days* to rectify the underlying problem.
- Termination for Failure to Meet Minimum Availability Level :** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor *3 months'* written notice of its intent, if any of the following apply :

- the total amount of credits for a given monthly billing cycle reach a level of *10%* of the total billing for that month; or
- the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- Credits Apply during Entire Contract Period :** The Parties agree that the credits apply throughout the Contract Period.
- Credits represent Liquidated Damages :** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- Canada's Right to Obtain Payment :** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- Canada's Rights & Remedies not Limited :** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- Audit Rights :** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.



f. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

-g. Payment by Direct Deposit

- i. Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract.
- ii. To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.
- iii. It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under (Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

7 INVOICING INSTRUCTIONS

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and two copies of each invoice to the Technical Authority at the following e-mail address: Admin.Services-ISB@justice.gc.ca
- e. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

8 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

9 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

10 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order :



- i. 4006 (2010-08-16) , Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2016-04-04);
- d. Annex A, Statement of Work
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Supply Arrangement Number EN578-055605/237/EI (the "Supply Arrangement")
- h. The Contractor's bid dated November 1, 2016.
- i.

11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) (*insert date*) Foreign Nationals (Canadian Contractor)

12 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.



- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

13 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

- a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- b. **First Party Liability :**
 - i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
 - ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.



- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00 , whichever is more.

- vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. Third Party Claims :

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

14 SPECIFIC PERSONS

The Contractor must provide the services of the following individual to perform the Work as stated in Annex A - Statement of Work: s.19(1)

TBIPS Stream, Category and Experience Level	Primary Resource
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:

Should an additional (Secondary) Resource of the same category and level be specified in a valid issued Request for Additional Resources, the additional (Secondary) Resource will be subject, for the duration of the Request for Additional Resources, to the same terms and conditions as those that apply to the Primary Resource.

15 PROFESSIONAL SERVICES - GENERAL

- (A) The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (B) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must



submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

- (C) In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (b) security information on the proposed replacement as specified by Canada, if applicable.The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
 - (b) assess the information provided under (C) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require another replacement in accordance with this sub article (C).
- (iii) Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

16 SAFEGUARDING ELECTRONIC MEDIA

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

17 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage



the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

18 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

19 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- (i) Accounts on computer network
- (ii) Workstation
- (iii) Access to printer, fax machine and photocopier
- (iv) ID card allowing access to building and floor
- (v) Reference material, as needed

20 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

**ANNEX A : Statement of Work (SoW)****1 TITLE**

TBIPS requirement for one (1) Technical Writer Level 3 for the eLitigation Modernization Project

2 OBJECTIVE

The objective is to source and deliver Litigation Technologies to meet the Litigation Branch functions.

3 BACKGROUND STATEMENT

In 2002, the Department of Justice Canada (JUS) tendèred a Request for Proposal (RFP) that led to the procurement of Ringtail, a legal document review platform that has since been the standard document review platform for JUS. Since 2002, there has been significant evolution in eDiscovery and other litigation technology and JUS has kept pace and piloted several eLitigation tools in support of various areas of the eDiscovery Reference Model (EDRM) for tasks ranging from document collection to presentation of documents at trial. JUS is now re-evaluating its requirements for eLitigation, applying those requirements to its current toolset and surveying alternatives. Under the project, JUS will develop and implement a plan to modernize its eLitigation tools accordingly and develop a sourcing strategy for the acquisition of these tools.

The sourcing strategy involves issuing a Request for Information (RFI) in FY 2016-2017 to solicit input from industry on how the Department of Justice Canada can modernize its eLitigation tools. Using input from this process, a Request for Proposal (RFP) is anticipated to be released in the following fiscal year to contract for the departmental eLitigation Tools and later implementation of these tools in the JUS environment.

4 TERMINOLOGY

Acronym	Definition
IM/IT	Information Management / Information Technology
eDiscovery	Is the identification, preservation, collection, preparation, review and production of electronically stored information (ESI) associated with legal, regulatory and other investigative proceedings
EDRM	eDiscovery Reference Model
eLitigation	Automated tools that will met the Litigation Branch functions.
eLitigation tools	Tools that are used in the preparation of a litigation case. The following is a sample of such tools: Ringtail, Pinpoint Harvester, Microsoft Access, Robocopy.
JUS	Department of Justice Canada
RFP	Request for Proposal
RFI	Request for Information

5 REQUIREMENT DESCRIPTION

Working under the guidance of the project manager, business analyst and the project team, the Technical Writer will be responsible to draft various documents related to project documentation, business and technical requirements, procurement documentation and other documents in context of the eLitigation Tools Modernization project.

The Resource Category described below are required on an as and when requested basis at Contract award date in accordance Annex "A" of the TBIPS RFSA

Stream	Category	Experience Level	Number of Resources Required*
Stream 4: Business Services	B.14. Technical Writer	Level 3	1*

* Note:

Primary Resource

One Technical Writer is required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods.

Secondary Resource

One additional resource, a Secondary Technical Writer of the same TBIPS stream, category and experience level as the corresponding primary resource, may be required on an as-and-when-requested basis at any time throughout the duration of the contract (the initial contract period and, should Canada extend the contract period, during subsequent contract option periods).

The secondary resource being required is only a potential situation, therefore it is not to be considered as a contractual guarantee.

5.1 Tasks

The tasks under this contract include but are not limited to :

- Drafting work on the business requirements, functional requirements and other technical requirements in collaboration with the business and technical team.
- Drafting project management documentation and presentations in collaboration with the project manager.
- Drafting procurement documentation such as RFI and RFP (including Statement of Work, Evaluation Criteria, etc).
- Drafting/updating departmental web and email communications related to the project.
- Reviewing and drafting technical and business team processes documentation and service catalogue.

6 Deliverable and Acceptance Criteria

The Technical Writer under this contract will be responsible to contribute small to large components of the various deliverable as stated in the above section 5.1. The following is a list of deliverables but will not be limited to:

- Business Requirements Document which includes the business, functional and technical requirements Due Dec. 2018 and business needs – Due Feb. 2017
- Project Management Plan which may include Implementation, Communication and Training Plans – Draft Dec 2017
- RFI Draft Dec 2016, Final March 2017 and RFP Draft May 2018 Final June 2018 which will include a Statement of Work and Evaluation Grids respectively.
- Status reporting through various methods such as web content and emails/presentations to stakeholders – on going
- IT technical documents such as process documents and service catalogue updates. Draft- Dec 2019 Final March 2020.

The above deliverables will be based on the JUS IT and Project Management Office standards and templates for projects. The timelines for the above deliverables are based on the project schedule and may vary as the project involves.

All above deliverable items under the Contract are subject to inspection by the Technical Authority or representative. Should any deliverable not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Technical Authority, as submitted, the Technical Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7 Support provided by Canada

The Technical Writer will be provided with:

- Access to resources and information required to provide support as defined within this SOW;
- On-site office space with furniture, a PC or laptop with the standard JUS software.

7.1 Travel

There is no travel associated with this requirement.

8 Language Requirements

The Technical Writer must provide all deliverables in English at or above the English proficiency levels indicated in the English proficiency table below.

English proficiency:	Level
Oral Proficiency	5 - Educated Native Proficiency
Reading Proficiency	5 - Educated Native Proficiency
Writing Proficiency	5 - Educated Native Proficiency

The descriptions associated with the language proficiency levels can be found at the following website:
http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

9 Location of service delivery

The Work will be conducted on-site, on Department of Justice Canada's premise, at 360 Albert, Ottawa, ON. There will also be a requirement to attend meetings at other JUS locations within the vicinity of 360 Albert in downtown Ottawa.

10 Constraints

Because the nature of the work requires clause ongoing interaction with JUS staff the Technical Writer must be available during standard JUS working hours (8:00 AM to 4:00 PM, Monday to Friday, for a total of 37.5 hours per week excluding statutory and government holidays).

The Technical Writer may be requested and must be available, to work outside of standard working hours, including weekends.

ANNEX B : Basis of Payment**B1 Basis of Payment - Professional Services**

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ 48,875.00.

B2 Professional FeesPrimary Resource

One *Primary Technical Writer* is required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For this primary resource, the firm all-inclusive per diem rates indicated below will apply.

Secondary Resource

One additional resource, a *Secondary Technical Writer*, of the same TBIPS stream, category and experience level as the corresponding primary resource, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests the secondary resource, the firm all-inclusive per diem rates indicated for the primary resource, as indicated below, will apply.

B2.1 Initial Contract Period (from November 28, 2016 to March 31, 2017).

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$48,875.00
	Secondary Technical Writer: (if requested <i>insert name and level of effort at Contract amendment</i>)			Unknown

B2.2 Option Period 1: (from April 1, 2017 to September 30, 2017)

s.19(1)

s.20(1)(c)

During Option Period 1 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$58,650.00
	Secondary Technical Writer: (if requested <i>insert name and level of effort at Contract amendment</i>)			Unknown

B2.3 Option Period 2: (from October 1, 2017 to March 31, 2018)

During Option Period 2 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	(A) Firm All Inclusive Per diem Rate	(B) Estimated Level of Effort	(C) Estimated Totals* (C = A x B)
Stream 4: Business Services B.14 Technical Writer Level 3	Primary Technical Writer:			\$58,650.00
	Secondary Technical Writer: (if requested insert name and level of effort at Contract amendment)			Unknown

In Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. s.19(1)
s.20(1)(c)

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.

ANNEX C : Security Requirements Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRC/LC

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERSS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale
3. a) Subcontract Number / Numéro du contrat de sous-traitant	b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail	
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	
5. b) Will the supplier require access to undeclassified military information data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	
6. a) Will the supplier and its employees require access to PROTECTED or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS ou CLASSIFIÉS?	
6. b) Will the supplier and its employees (p. ex. nettoyeurs, personnel d'entretien) require access to restricted information or assets? / Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens à accès restreints?	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison courtoisier sans entreposage de nuit?	
7. a) Release restrictions / Restrictions relatives à la diffusion	
Canada	NATO / OTAN
Foreign / Étranger	
7. b) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ
PROTECTED B / PROTÉGÉ B	NATO RESTRICTED / NATO RESTREINT
PROTECTED C / PROTÉGÉ C	NATO CONFIDENTIAL / NATO CONFIDENTIEL
CONFIDENTIAL / CONFIDENTIEL	NATO SECRET / NATO SECRET
SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET
TOP SECRET	
TOP SECRET (CONFIDENTIAL)	
TOP SECRET (CONFIDENTIAL)	

TS/SCG 003-100200412

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCLUS
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☒ No ☐ Yes
Non Oui
☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les opérations du fournisseur seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Contract PS SRCL#6

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO OF FUSION PROHIBITED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Assets / Ressources / Informations / Biens														
Facilities / Installations														
IT Assets / Ressources IT														
IT Data / Données IT														
IT Code / Code IT														
IT Documentation / Documentation IT														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par le présent LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCF 350-100(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PG SRCU#3
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Robert Lorne</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@psgo-pwpsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Charron, Annick		SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone 819-955-0815	Facsimile No. - N° de télécopieur 819-954-1449	E-mail address - Adresse courriel annick.charron@psgo-pwpsc.gc.ca	Date March 30, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex., Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Non
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 27-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@psgo-pwpsc.gc.ca
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171

TES/SCT 320-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX D : RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice / Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B

Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

JUS 778e-4 (2012/12)

Canada



Department of Justice / Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B
Protected B

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de		S	
"Void" «Nul»		Dollars	
Signature		000000"0	
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte	

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

Chief, Accounting Services
Room 1263, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only".



Department of Justice Canada
Ministère de la Justice Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

IMPORTANT

- Must be a Canadian recipient holding a bank account in Canadian \$.
- For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.
- Note that Direct Deposit payments carry no stub information

1 - TYPE OF REQUEST

- ☐ New request ➤ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➤ ☐ to banking information (provide a new blank cheque)
➤ ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)
- ☐ Cancel electronic payment and revert to cheques

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City		Telephone	Fax
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature		Date	Signature
3 - BANKING INFORMATION			
Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.			
1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)	
3 Account Number			
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.			
5 Financial Institution Name, Address and Telephone Number		7 Financial Institution Stamp	
6 Signature of Financial Institution Representative			

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 778e-4 (2012/12) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

MORONES, OLIVER
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-3689
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de:

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19308

Request No. - Demande
Ord. No. - Bur. deman. Yr. - An Ser. No. - N° de série
19308 16 1352

Page 1 of 2

Destination
ISS CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection
Consignee et destination unless specified herein
Destination au point de destination sauf si indiqué ci-dessus

Direct inquiries to
Adresser toutes demandes de renseignements à
MORONES, OLIVER
613-952-3689

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and air F.O.B. (including all delivery charges) destination(s) specified herein, municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accès perçus sont compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris pour les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

At invoices, shipping bills and packing slips must include the number indicated in this box

1930861352

Amendment No. - No. de la modification
2

Revised Value - Valeur précédente
\$259,866.10

Inc/Dets - Aug/Dim
\$43,820.27-

Revised Value - Montant Révisé
\$216,045.83

Invoices - Original and two copies are to be sent to
Factures - Remplir et envoyer l'original et deux copies à:

ISS CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

s.19(1)
s.20(1)(c)

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Frais Taux / Valeur, limite	GST % % TPS	GST Total Total TPS	Total
00010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. And 002 is raised to replace Tatiana Zamachnaia with Andrew Proulx for 65 days @945.00, and: To change the days for Mr. Ramesh Tulwila from 90 to 82. Business Analyst L3: Andrew Proulx	2016.11.07	2017.03.31	19308			13%	7,985.25	69,410.25

Solicitation codes - L'invitation à soumissionner prend le
At - A 00 00 00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur
EMERION
200-368 DALHOUSIE ST
OTTAWA ON K1N 7G3
CANADA
Phone: 613-241-0222

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out herefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents y joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, tel ou tel prix et à quel(s). Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (typographier ou imprimer)

Signature
Date
Dec 27, 16

State point of manufacture / shipping and goods or where service is to be performed
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Port - Port F.A.B. Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available
En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles

PL ON FILE 1600021352

Total Estimated Cost
Coût global estimé
\$216,045.83

For the Minister - Réserve au Ministre
Signature
Date

Vendor No. - No. du Fournisseur

141993

613-241-0222

JUS 9200-11 (07/2006)

Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.
Prévoir de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts and agrees to the terms and conditions of the contract and all attachments.
Le fournisseur reconnaît et accepte les présentes et toutes les annexes du présent contrat et toutes les annexes.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M-D-J	To - À Y-M-D-J	Consigee Code Code consignataire	No of Days N° de jours	Fees Nat. Linc Taux/Nat. Linc	GST% %TPS	GST Total Total TPS	Total
00020	***Description changed*** ***PO quantity changed*** ***Schedule lines changed*** Quality Assurance Spec.L2: [REDACTED]	2016.11.07	2017.03.31	19308	[REDACTED]		13%	9,269.00	80,569.00
00030	Quality Assurance Specialist [REDACTED] [REDACTED] ***** ***Description changed*** ***PO quantity changed*** ***Schedule lines changed*** Financial Codes Codage financier 0130-19015-15-502306-3720 -4070 The currency of this P.O. is - La devise de ce bon est : CAD	2016.11.07	2017.03.31	19308	s.19(1) s.20(1)(c)		13%	7,600.58	66,066.58
<div> <div>JUS 9200-11 (37/2034)</div> <div> <div>Req. Serv. No. - Demande</div> <div>Ord. Ch. - Bur. deman</div> <div>19308</div> </div> <div> <div>Yr. - An.</div> <div>16</div> </div> <div> <div>Ser. No. - N° de série</div> <div>1352</div> </div> </div> <div> <div>Page</div> <div>2</div> <div>of</div> <div>2</div> </div>									



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – N° de la demande
19130861352 – Amend. 002

Amendment 002 is raised to replace [REDACTED] at a per diem rate of [REDACTED] and to change the days for [REDACTED]

In order to do so:

DELETE: 6. Payment – a. Basis of payment:

s.19(1)

I. Professional Services estimated cost: \$229,970.00 and;

s.20(1)(c)

III. Applicable taxes estimated cost: \$ 29,896.10

REPLACE:

6. Payment – a. Basis of payment:

I. Professional Services estimated cost: \$191,191.00 and;

III. Applicable taxes estimated cost: \$ 24, 854.83

ALSO

DELETE: Annex B on its entirety:

REPLACE: With updated Annex B Basis of Payment

AND

DELETE: Clause 14 Specific Persons on its entirety

REPLACE: With updated Clause 14 Specific Persons (adding the new resource from company Emerion Mr. Andrew Proulx).

TBIPS Stream, Category and Experience Level	Resources
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst: [REDACTED]
	Secondary Business Analyst (if requested)
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst: [REDACTED]
	Secondary QA Specialist/Analyst [REDACTED]

Department of Justice
CanadaMinistère de la Justice
CanadaRequisition No. – N° de la demande
19130861352 – Amend. 002**ANNEX B: Basis of Payment****B1 Basis of Payment - Professional Services**

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$191,191.00

B2 Professional Fees**Primary Resources**

One *Primary Business Analyst* and one *Primary Quality Assurance (QA) Specialist/Analyst* are required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For these primary resources the firm all-inclusive per diem rates indicated below will apply.

Secondary Resources

One additional resource for each category, a *Secondary Business Analyst* and a *Secondary Quality Assurance (QA) Specialist/Analyst*, of the same TBIPS streams, categories and experience level as the corresponding primary resources, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests either or both of these secondary resources, the firm all-inclusive per diem rates indicated for the corresponding primary resource of the same category and level, as indicated below, will apply.

B2.1 Initial Contract Period (from November 7, 2016 to March 31, 2017)

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:	
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:	
	Secondary QA Specialist/Analyst	

B2.2 Option Period 1: (from April 1, 2017 to March 31, 2018)

s.19(1)

s.20(1)(c)

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:	
	Secondary Business Analyst (if requested)	
	Primary QA Specialist/Analyst:	

Department of Justice
CanadaMinistère de la Justice
CanadaRequisition No. – N° de la demande
19130861352 – Amend. 002

Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Secondary QA Specialist/Analyst		
---	---------------------------------	--	--

During Option Period 1 the following firm all-inclusive per diem rates apply:

s.19(1)

B2.3 Option Period 2: (from April 1, 2018 to March 31, 2019)

s.20(1)(c)

During Option Period 2 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:	
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:	
	Secondary QA Specialist/Analyst:	

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-4757
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this
Les clauses 1 et 2 ci-dessous font partie du document de

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19308

Requester No - Demande
Ord. Of - Sur, d'après
19308
Yr. - An
16
Ser No - N° de série
1352

Page 1 of 2

Destination
ISE CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-938-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

Consignee at destination unless specified herein
Destinataire au point de destination sauf indication contraire

Direct enquiries to
Adresser toutes demandes de renseignements à:
COCONETU, TRAIAN
613-946-4757

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) cost lessons; specified herein; municipal rates are not applicable for provincial taxes, see the Supply Arrangement.

All shipping, shipping bills and packing slips must include the number indicated in the list

Le numéro figure dans cette liste des biens visés dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement

Invoice - Orignal and two copies are to be sent to:
Factures - Remettre un original et deux copies à:

ISE CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-938-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

1930861352

Amendment No - No de la modification
1

Previous Value - Valeur précédente
\$197,354.00

Inc./Dées - Aug./Dim
\$72,512.10

Previous Value - Montant Révisé
\$259,866.10

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane pertinents et le taux d'accise pertinents compris. Le taux sur les produits et services (TPS) n'est pas compris dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est compris dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
- The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, référencé entre le fournisseur et la Couronne, référencé par le Ministère de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y.A.M.D.J.	To - À Y.A.M.D.J.	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vat Lim. Taux/Vat. limite	GST % TPS	GST Total Total TPS	Total
CO010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amd 001 is raised to create a new line for an additional Quality Assurance resource for 90 days at a per diem rate of \$713.00 Business Analyst 23: Tatiana Zamachnaia	2016.11.07	2017.03.31	19308			13%	12,285.00	106,795.00

Solicitation closed - L'invitation à soumissionner prend fin le
At - À
00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached orders at the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans tous ordres annexés, tel ou tel sur prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur potentiel seront considérées comme des offres de vente.

Place point of manufacture/shipping of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus

On - Le

Name and address of Vendor - Nom et adresse du fournisseur
EMERION
200-368 DALHOUSIE ST
OTTAWA ON K1N 7G3
CANADA
Phone: 613-241-0222

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

F.O.B. Point - Point F.O.B.

Destination
Pursuant to Section 32(1) of the Financial Administration Act funds are available.
En vertu de l'article 32(1) de la Loi sur le régime des finances publiques des fonds sont disponibles

FOR ON FILE 1000021352 Date

Total Estimated Cost
Coût global estimatif
\$259,866.10

For the Minister - Ministre du Ministère

Vendor No. - Numéro Fournisseur
141993

Far No. - No de Téléphone
613-241-0222

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions énoncées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir tel que est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prêtez de retourner immédiatement une copie dûment signée.

The Vendor
Le fournisseur

JUS 1908-11 (07/2008)

Gouvernement du
Canada

Part Article	Description	From - On Y-M-D	To - A Y-M-D	Consolidated Code Description	No. of Days N° de Jours	From Mo. Year Debut Mois Année	Rate Taux	GST Total Total TGS	Total
00000	Quality Assurance Specialist Jeff Eberlin	2016.11.07	2017.03.31	19308			13%	\$,204.00	\$,204.00
00030	Quality Assurance Specialist	2016.11.07	2017.03.31	19308			13%	8,342.10	72,512.10
	***** *** Schedule Lines changed *** *** New Item *** Financial Codes Amount Vendor Financial Payment 6137-19015-15-452100-4720 -1999 \$20,510.00 ***** The amount at this P.O. by the Vendor does not est : 0.00			s.19(1) s.20(1)(c)					

Request No - Demande		
Ord. Qt. - Q. de dem.	Yr - An	Doc No - N° de doc
12309	16	1252

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Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – N° de la demande
19130861352 – Amend. 001

Amendment 001 is raised to create a new line for an additional Quality Assurance resource for 90 days at a per diem rate of \$713:

DELETE: 6. Payment – a. Basis of payment:

I. Professional Services estimated cost: 165,800.00, and;

III. Applicable taxes estimated cost: \$21,554.00; and

s.19(1)

REPLACE:

6. Payment – a. Basis of payment:

I. Professional Services estimated cost: \$229,970.00 and;

III. Applicable taxes estimated cost: \$ 29,896.10

ALSO

DELETE: Annex B on its entirety:

REPLACE: With updated Annex B Basis of Payment

AND

DELETE: Clause 14 Specific Persons on its entirety

REPLACE: With updated Clause 14 Specific Persons ([REDACTED])

TBIPS Stream, Category and Experience Level	Resources	
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:	[REDACTED]
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:	[REDACTED]
	Secondary QA Specialist/Analyst	[REDACTED]

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ANNEX B: Basis of Payment**B1 Basis of Payment - Professional Services**

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$229,970.00

B2 Professional FeesPrimary Resources

One *Primary Business Analyst* and one *Primary Quality Assurance (QA) Specialist/Analyst* are required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For these primary resources the firm all-inclusive per diem rates indicated below will apply.

Secondary Resources

One additional resource for each category, a *Secondary Business Analyst* and a *Secondary Quality Assurance (QA) Specialist/Analyst*, of the same TBIPS streams, categories and experience level as the corresponding primary resources, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests either or both of these secondary resources, the firm all-inclusive per diem rates indicated for the corresponding primary resource of the same category and level, as indicated below, will apply.

B2.1 Initial Contract Period (from November 7, 2016 to March 31, 2017)

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:		
	Secondary Business Analyst (if requested)		
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:		
	Secondary QA Specialist/Analyst		

B2.2 Option Period 1: (from April 1, 2017 to March 31, 2018)

s.19(1)

During Option Period 1 the following firm all-inclusive per diem rates apply:

s.20(1)(c)

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:		
	Secondary Business Analyst (if requested)		
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:		
	Secondary QA Specialist/Analyst		

B2.3 Option Period 2: (from April 1, 2018 to March 31, 2019)

s.19(1)

During Option Period 2 the following firm all-inclusive per diem rates apply:

s.20(1)(c)

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:		
	Secondary Business Analyst (if requested)		
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:		
	Secondary QA Specialist/Analyst:		

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRALAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of selection - Date de sélection à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Code Code
Code du bureau comptable
19308
Requestion No - Demande
Ord. Or. - Sur. deman. Yr. - An Ser. No. - N° de série
19308 16 1352

Destination
ISB CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

Page 1 of 2

Inspection Agency - Charge de l'inspection

Consignee of destination unless specified herein
Destinataire du point de destination sauf si indiqué ci-dessus

Direct inquiries to:
Adresser toutes demandes de renseignements à:
COCONETU, TRALAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) or otherwise specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les bordereaux d'accompagnement et tous les bordereaux d'expédition.

1930861352

Amendment No - No. de la modification

Previous Value - Valeur précédente

Inc. / Aug. / Dim.

Revised Value - Montant révisé

Invoices - Original and two copies are to be sent to:
Factures - Original et deux copies de l'original et deux copies à :

ISB CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. Le taxes sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intitulé encre de tampon et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - A Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees And Unit Taux/Vol. Unité	GSTN STPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 25); 3) The Supply Arrangement Number EN578-055605/412/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021352 entitled TBIPS requirement: Business Analyst(s), Level 3 and Quality Assurance Specialist/Analyst(s), Level 2 for SharePoint and Dynamics CRM Integration project.					s.19(1)			

Solicitation clause - L'invitation à soumissionner prend fin le
At - A 00 00 00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets and the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as:

State point of manufacture/origin of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'origine des biens, ou encore le lieu où les services doivent être rendus

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur évalueront seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B Destination

Name and address of Vendor - Nom et adresse du fournisseur
EMERION
200-368 DALHOUSIE ST
OTTAWA ON K1N 7G3
CANADA
Phone: 613-241-0222

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

Pursuant to Section 33(1) of the Financial Administration Act, funds are available
En vertu de l'article 33(1) de la loi sur la gestion des finances publiques des fonds sont disponibles
PR# 1000021352 signed
Signature

Signature
Date 06/25/2016
Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimé
\$187,354.00
For the Minister - Pour le Ministre
Signature
06/25/16

Vendor No. - No du fournisseur
141993
Fax No. - No de télécopie
613-241-0222

Your offer is accepted
Votre offre est acceptée aux conditions énoncées dans les présentes.

as enclosed herein
Nous vous remercions de fournir ce que est précisé dans les présentes.

Return the signed copy forthwith.
Préciser de retourner immédiatement une copie dûment signée

The Vendor hereby accepts the terms and conditions of this contract.
Le fournisseur en



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignment Code Code consignataire	No. of Days N° de jours	Fees And Limit Taux/Lim. Code	CST% STPS	CST Total Total STPS	Total
00010	Business Analyst L3: [REDACTED]	2016.11.07	2017.03.31	19308	[REDACTED]	[REDACTED]	13%	12,285.00	106,785.00
00020	Quality Assurance Spec.L2: [REDACTED]	2016.11.07	2017.03.31	19308	[REDACTED]	[REDACTED]	13%	9,269.00	80,569.00
Financial Codes Codage financier 0130-19015-15-502306-3720 -4070 Amount Montant 165,800.00 ===== The currency of this P.O. is - La devise de ce bon est : CAD				s.19(1) s.20(1)(c)					

JUS 1200-11 (07/2004)

Requestion No - Demande
Ord. Of - Sur, deman
19308
Yr. - An
16
Ser. No - N° de série
1352

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- 2 STANDARD CLAUSES AND CONDITIONS**
- 3 SECURITY REQUIREMENT**
- 4 CONTRACT PERIOD**
- 5 AUTHORITIES**
- 6 PAYMENT**
- 7 INVOICING INSTRUCTIONS**
- 8 CERTIFICATIONS**
- 9 APPLICABLE LAWS**
- 10 PRIORITY OF DOCUMENTS**
- 11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)**
- 12 INSURANCE REQUIREMENTS**
- 13 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY**
- 14 PROFESSIONAL SERVICES - GENERAL**
- 15 SAFEGUARDING ELECTRONIC MEDIA**
- 16 REPRESENTATIONS AND WARRANTIES**
- 17 ACCESS TO CANADA'S PROPERTY AND FACILITIES**
- 18 GOVERNMENT PROPERTY**
- 19 IDENTIFICATION PROTOCOL RESPONSIBILITIES**

List of Annexes to the Resulting Contract :

- Annex A: Statement of Work (SoW)**
- Annex B: Basis of Payment**
- Annex C: Security Requirements Check List (SRCL)**
- Annex D: Recipient Electronic Payment Registration Request Form**



CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

1 REQUIREMENT

- a. Emerion (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- b. **Client(s)** : Under the Contract, the "Client" is the Department of Justice Canada (JUS).
- c. **Reorganization of Client** : The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Terms** : Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.
- e. **Location of Services** : Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a. General Conditions :

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly

provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

b. Supplemental General Conditions :

The following Supplemental General Conditions :

- i. 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground In-formation;

3 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "B" to Part B to the Supply Arrangement, applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#19

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

4 CONTRACT PERIOD

- a. **Contract Period :** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
 - i. The "Initial Contract Period", which begins on November 7, 2016 and ends on March 31, 2017; and
 - ii. The period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

b. Option to Extend the Contract :

- i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same terms and conditions. The two option periods are as follows:

Option 1: April 1, 2017 to March 31, 2018

Option 2: April 1, 2018 to March 31, 2019

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

- ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

5 AUTHORITIES

a. Contracting Authority

The Contracting Authority for the Contract is:

Name: Traian Coconetu
Title: Senior Contracting Officer
Organization : Justice Canada
Address : 284 Wellington Street, EMB1251
E-mail address : traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. Technical Authority

The Technical Authority for the Contract is :

Name: Francisco Braga
Title: Project Manager - Managing Digital Information
Organization: Justice Canada, Information Management Branch
Address: 284 Wellington Street, EMB - A288
Telephone: (613) 868-7973
E-mail address: Francisco.Braga@justice.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

INSPECTION AND ACCEPTANCE

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

c. Contractor's Representative

Name: [REDACTED]
Title: [REDACTED]
Organization: Emerion
Address: 368, Dalhousie Street, Suite 2000
Telephone: (613) 241-0222
E-mail address: contracts@emerion.ca or [REDACTED]

s.19(1)

s.20(1)(c)

6 PAYMENT

a. Basis of Payment

- I. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B - Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on [REDACTED]

Estimated cost: \$165,800.00

II. **Pre-Authorized Travel and Living Expenses :**

Canada will not pay any travel or living expenses associated with performing the Work.

III. **Applicable Taxes:**

Estimated cost: \$21,554.00

- IV. **Competitive Award** : The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
 - V. **Professional Services Rates** : In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
 - VI. **Purpose of Estimates** : All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.
- b. **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - A. It is 75 percent committed, or
 - B. 4 months before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
 - ii. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- c. **Monthly Payment** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :
- i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii. all such documents have been verified by Canada;
 - iii. the Work performed has been accepted by Canada.
- d. **Time Verification**
- Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.
- e. **Payment Credits**
- i. **Failure to Provide Resource:**
 - A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.
 - B. **Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The

Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.

- C. **Termination for Failure to Meet Minimum Availability Level** : In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor 3 months' written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- ii. **Credits Apply during Entire Contract Period** : The Parties agree that the credits apply throughout the Contract Period.
- iii. **Credits represent Liquidated Damages** : The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
- iv. **Canada's Right to Obtain Payment** : The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
- v. **Canada's Rights & Remedies not Limited** : The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
- vi. **Audit Rights** : The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.

f. **No Responsibility to Pay for Work not performed due to Closure of Government Offices**

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

g. **Payment by Direct Deposit**

- i.. Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract.
- ii. To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.
- iii. It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under (Article 16 - Payment Period and Article 17 -

Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

7 INVOICING INSTRUCTIONS

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and two copies of each invoice to the Technical Authority at the following e-mail address: Admin.Services-LSB@justice.gc.ca
- e. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

8 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

9 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

10 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order :
 - i. 4006 (2010-08-16) , Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2016-04-04);
- d. Annex A, Statement of Work
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Supply Arrangement Number EN578-055605/412/EI (the "Supply Arrangement")
- h. the Contractor's bid dated October 3, 2016.

11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) (*insert date*) Foreign Nationals (Canadian Contractor)

12 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.

2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

13 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

- a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- b. **First Party Liability :**
 - i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
 - ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
 - v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00 , whichever is more.

- vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.
- c. **Third Party Claims :**
 - i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
 - ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a

court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

14 SPECIFIC PERSONS

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The Contractor must provide the services of the following persons to perform the Work as stated in the Contract:

TBIPS Stream, Category and Experience Level	Primary Resources
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst: [REDACTED]
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst: [REDACTED]

Should additional (Secondary) Resources of the same category and level be specified in a valid issued Request for Additional Resources, the additional (Secondary) Resource(s) will be subject, for the duration of the Request for Additional Resources, to the same terms and conditions as those that apply to the Primary Resources.

15 PROFESSIONAL SERVICES - GENERAL

- (A) The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (B) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (C) In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (b) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or

- (b) assess the information provided under (C) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require another replacement in accordance with this sub article (C).

(iii) Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

15 SAFEGUARDING ELECTRONIC MEDIA

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

16 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

17 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

18 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- (i) Accounts on computer network
- (ii) Workstation
- (iii) Access to printer, fax machine and photocopier
- (iv) ID card allowing access to building and floor
- (v) Reference material, as needed

19 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



ANNEX A : Statement of Work (SoW)

1 TITLE

TBIPS requirement: Business Analyst(s), Level 3 and Quality Assurance Specialist/Analyst(s), Level 2 for SharePoint and Dynamics CRM Integration project

2 OBJECTIVE

To assist, in collaboration with the LCMS and DW teams, with the implementation and support of an integrated solution between Dynamics CRM, SharePoint, and GCDOCS environments across the Department of Justice Canada.

3 TERMINOLOGY

Acronym	Definition
JUS	The Department of Justice Canada / the Department
ISB	Information Solutions Branch
GC IM	Government of Canada Information Management
DW	Digital Workspace (using SharePoint and GCDOCS)
LCMS	Legal Case Management Solution (using Dynamics CRM)
RDA	Records Disposition Authorities
MIDA	Multi-Institutional Disposition Authorities
IRBV	Information resources of business value
iCase	the current JUS legal case management system
NCR	National Capital Region. Defined in the <i>SCHEDULE</i> of the <i>National Capital Act (R.S.C., 1985, c. N-4)</i> , available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/).

4 BACKGROUND STATEMENT

The Department of Justice Canada (JUS) has created a vision for information management built on the simple concept that information within the Department should be seamlessly created, shared, found and used in a sustainable digital environment, and that when appropriately managed, this same information should drive service delivery, organizational efficiency and business transformation.

JUS has implemented a Digital Workspace, developed using SharePoint 2013, to support the collaboration and information management needs of departmental employees and contractors. Integrated with the Digital Information Repository (GCDOCS) the Digital Workspace provides users with the tools to:

- create, share and manage digital documents in a manner that responds to operational requirements while adhering to GC IM and security policies and directives;
- locate people, documents and other information using the Digital Workspace search function regardless of whether that information is stored in the Digital Workspace or in the Digital Information Repository;
- publish corporate information on the Departmental Intranet, once the current Intranet has been migrated to the Digital Workspace;
- ensure that information resources of business value (IRBV) are transferred from the Digital Workspace to the Digital Information Repository in accordance with established business rules;
- consume information delivered via SharePoint's social media tools through their SharePoint newsfeed; and
- benefit from SharePoint's workflow engine for the automation of business processes.

Over the coming fiscal year, the Digital Workspace project team will be focusing its efforts on supporting the existing user-base, expanding the service offering to include new clients, migrating content into the Digital Workspace, and integrating the Digital Workspace with other key corporate applications such as the Department's

Legal Case Management System -- its implementation of GC Shared Case Management System (CRM Dynamics) - currently under development. With that in mind, the need for integration between Digital Workspace (DW) using SharePoint and GCDOCS and Legal Case Management Solution (LCMS) using Dynamics CRM is now eminent to ensure a unified approach for information management.

5 REQUIREMENT DESCRIPTION

5.1 The Contractor's Resources

The Contractor must provide 2 primary resources for the duration of the Contract. These 2 primary resources are the Primary Business Analyst and the Primary Quality Assurance (QA) Specialist/Analyst.

The Contractor must also provide, as and when requested by the Technical Authority, up to 2 additional resources; a Secondary Business Analyst and a Secondary Quality Assurance (QA) Specialist/Analyst. Should one or both of these additional resources be requested, the Contractor must propose resources that meet or exceed the requirements presented in the Request for Proposal 1000021352 associated with this Contract, including the applicable TBIPS resource category and experience level, any certifications or security requirements as well as meeting the Mandatory Criteria and achieving or surpassing the minimum required score on the Point-Rated Criteria as specified therein.

5.2 Scope

The Contractor's Business Analyst and the Quality Assurance Specialist/Analyst resources will be required to work in a team of specialists and assist the Information Solutions Branch (ISB) in the delivery of the integration of the Legal Case Management Solution (LCMS) with the Digital Workspace (DW).

The resources must work in collaboration with the LCMS and DW teams to assist with the implementation and support of an integrated solution between Dynamics CRM, SharePoint, and GCDOCS environments across the Department.

The resources must ensure that the solution meets business requirements, work on the implementation of the solution, and provide input for testing of data and document migration between systems. Government-wide initiatives such as Data Centre Consolidation, Email Transformation Initiative, and other JUS initiatives will also play an important factor in the Work.

5.3 Tasks / Detailed Services

Given the potential length of the contract and the evolving state of information management, there are numerous activities where JUS may require the assistance of the Contractor's resources. The following tasks identify several of the potential activities falling within the scope of the Work:

Business Analyst Tasks

- Engage focus groups/contacts dealing with legal case management
- Analyze client business model and develop a generic business model template for the portfolio/lines-of-business such as litigation, legislation, advisory, and policy
- Create a taxonomy for the information accessed in the business model linked to the relevant portions of the RDA/MIDA(s)
- Present the business model and obtain sign-off from the DW and LCMS teams
- Determine the role for each product in managing the content lifecycle of a legal file
- Define functional requirements for integrating security and metadata models inherent in both products
- Identify any gaps in the base products and recommend 3rd party products or alternative solutions to address the gap
- Establish business rules required in managing the integration and define any associated automated workflows/procedures in each product
- Address and contribute to definition of requirements on migration rules from current legal case management system (iCase)
- Define standards for product use, supported features, deployment, access and configuration
- Develop the Service Management model for client engagement

- Develop / augment policies and directives needed to support the governance model

Quality Assurance Specialist/Analyst Tasks

- Lead the development of test plans, test scripts and test data;
- Participate in application functional and technical design reviews;
- Perform system, integration, functional and regression testing;
- Identify and document application defects;
- Work with development and business teams to resolve application defects;
- Participate in the ongoing technical and application support in production environment;
- Provide advice, guidance and coordination efforts for test strategies and plans, selection of automated testing tools, and identification of resources required for testing;
- Perform knowledge transferring to JUS employees.

5.4 Reporting Requirements

All contracting resources* must meet with the Technical Authority on a weekly basis to present the project status report and to address project issues. Beyond this, there may be an occasional requirement to attend ISB Management Team meetings to brief ISB management on project status.

*There are 4 distinct Contractor resource titles:

- Primary Business Analyst
- Primary Quality Assurance Specialist/Analyst
- Secondary Business Analyst (if required)
- Secondary Quality Assurance Specialist/Analyst (if required)

5.5 Language Requirements

The work will be conducted in English. Should there be translation required, formal translation will be undertaken by the Department of Justice.

The Contractor's resources must provide all deliverables in English at or above the English proficiency levels indicated in the English proficiency table below.

The language requirements for the provision of services are as follows:

- For the Contractor's Business Analyst resources, services must be provided in either English or in French, as requested, at or above the English proficiency levels and the French proficiency levels indicated in the table below.
- For the Contractor's Quality Assurance Specialist/Analyst resources, services must be provided in English at or above the English proficiency levels indicated in the table below.

English proficiency:			
Oral Proficiency	3+	General Professional Proficiency, Plus	Able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks. Operates at level 4 most of the time, but cannot sustain the performance across a variety of topics. Understanding is complete, including idioms, nuances, register shifts and humour or irony. Often matches a native speaker's strategic and organizational abilities. Basic and complex structures are fully controlled except for an occasional error in low-frequency structures. There are no patterned errors.
Reading Proficiency	3+	General Professional	Able to read with facility and appreciate a wide variety of texts as well as those pertinent to professional needs. Has a broad active general, specialized and abstract vocabulary. Able to comprehend many sociolinguistic and cultural references, as well as a

		Proficiency, Plus	considerable range of complex structures, low-frequency idioms, and connotations. However, accuracy is not complete, and here again some nuances and subtleties may escape the reader.
Writing Proficiency	3+	General Professional Proficiency, Plus	Able to write in a variety of prose styles pertinent to general, social and professional needs. Good control of basic and complex structures, all verb tenses and tense sequence, morphology, syntax and punctuation. Usually uses cohesive devices well, but variety is limited. May not be able to express nuances or subtleties very well, nor tailor language to audience.
French proficiency:			
Oral Proficiency	3	General Professional Proficiency	Able to speak the language with sufficient structural accuracy, vocabulary and cohesiveness in discourse to participate effectively in most formal and informal conversations on practical, social, and professional topics. Understanding is essentially complete. Can discuss with fluency and ease abstract issues and special fields of competence and interest. Can support opinion and hypothesize. Can provide a structured argument that is clear and well organized. While the influence of the speaker's first language can be felt (in pronunciation, grammar and vocabulary), there are no patterned errors and errors never distract the listener or interfere with communication.
Reading Proficiency	2+	Limited Working Proficiency, Plus	Able to understand most general factual prose as well as some discussions on concrete topics related to special professional interests. Has a good active reading vocabulary and is able to use the context to make sensible guesses about unfamiliar vocabulary and material. Can get the gist of the information and some secondary ideas. Weaknesses include slowness, uncertainty, inability to discern nuances.
Writing Proficiency	2	Limited Working Proficiency	Able to write routine social correspondence and prepare documentary materials required for most limited work requirements. Can write simply about a limited number of current events or daily situations. Good control of morphology and basic syntactic structures. Uses a limited number of cohesive devices. However, still makes common errors in spelling, punctuation, and constructions (plurals, articles, gender, prepositions, verb tenses, negatives).

The descriptions associated with the language proficiency levels can be found at the following website:
http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

5.6 Location of Service Delivery

The services component of the Work will be performed in the NCR, primarily at Justice Headquarters 284 Wellington Street, Ottawa. The Work does not require travel outside of the NCR.

5.7 Constraints

5.7.1 Hours of Availability

The Contractor's resources must be available during standard DOJ working hours (8:00 AM to 4:00 PM, Monday to Friday, excluding statutory and government holidays). The Contractor's resources may be requested and must be available, to work outside of standard DOJ working hours, including weekends.

5.7.2 Interdependencies With Other Projects And Systems

The integration between DW and LCMS is dependent on the work between 2 DOJ project teams

ANNEX B: Basis of Payment

B1 Basis of Payment - Professional Services

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$165,800.00.

B2 Professional Fees

Primary Resources

One *Primary Business Analyst* and one *Primary Quality Assurance (QA) Specialist/Analyst* are required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For these primary resources the firm all-inclusive per diem rates indicated below will apply.

Secondary Resources

One additional resource for each category, a *Secondary Business Analyst* and a *Secondary Quality Assurance (QA) Specialist/Analyst*, of the same TBIPS streams, categories and experience level as the corresponding primary resources, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests either or both of these secondary resources, the firm all-inclusive per diem rates indicated for the corresponding primary resource of the same category and level, as indicated below, will apply.

B2.1 Initial Contract Period (from November 7, 2016 to March 31, 2017)

s.19(1)

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

s.20(1)(c)

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst: [REDACTED]	[REDACTED]
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst: [REDACTED]	[REDACTED]
	Secondary QA Specialist/Analyst (if-requested).	

B2.2 Option Period 1: (from April 1, 2017 to March 31, 2018)

During Option Period 1 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst: <i>Tatiana Zamachnaia</i>	\$ 945
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst: <i>Jeff Freeman</i>	\$713
	Secondary QA Specialist/Analyst (if requested)	

B2.3 Option Period 2: (from April 1, 2018 to March 31, 2019)

s.19(1)

During Option Period 2 the following firm all-inclusive per diem rates apply:

s.20(1)(c)

TBIPS Stream, Category and Experience Level	Resources	Firm All Inclusive Per diem Rate
Stream 4: Business Services B.1 Business Analyst Level 3	Primary Business Analyst:	
	Secondary Business Analyst (if requested)	
Stream 5: Project Management Services P.11 Quality Assurance Specialist/Analyst Level 2	Primary QA Specialist/Analyst:	
	Secondary QA Specialist/Analyst (if requested)	

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.

ANNEX C : Security Requirements Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Professional Services - Staffing Officers and Support Arrangements	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
3. c) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur et ses employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Indiquer le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
3. d) Will the supplier and its employees (e.g., cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
3. e) Is this a commercial courier or delivery requirement with no on-board storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de bord? <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that is subject to access / Indiquer le type d'information à laquelle le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

FRS/SCF 350-103(2000/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

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Government of Canada
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Common, PS SRUL#10
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (CONNAISSANCE) / PARTIE A (SAVOIR)													
<p>5. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?</p> <p>If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<p>6. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<p>Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:</p>													
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)													
<p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td> <td><input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input checked="" type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td> <td colspan="3"></td> </tr> </table> <p>Special comments: Commentaires spéciaux:</p>		<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET										
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET										
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS													
<p>NOTE: If multiple levels of screening are required, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.</p>													
<p>10. b) May unscreened personnel be used for portions of the work? Du personnel non autorisé à accéder peut-il se voir dévoluer des parties du travail?</p> <p>If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)													
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS													
<p>11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<p>11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
PRODUCTION													
<p>11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les opérations de fabrication (et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ auront-elles lieu au site du fournisseur?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)													
<p>11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												
<p>11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?</p>	<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui												

TR/SC/ 350-103/2004/12

Security Classification / Classification de sécurité
UNCLASSIFIED

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui complètent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Delivery Category	PROTECTED PROTEGE			CLASSIFIED CLASSIFIE			NATO				SECURITY					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COMMON TOP SECRET	PROTECTED PROTEGE			CONFIDENTIAL	SECRET	TOP SECRET
											A	B	C			
Information / Assets Données / Actifs Production																
IT Media / Support Média / Support IT																
IT Hardware Matériel IT																

12. a) Is the description of the work contained within the SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TPS/SGT 350-103/2004/12

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat: Contract ID: 90419
Security Classification / Classification de sécurité: UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization or Project Authority / Organisme ou Autorité de projet

Name (print) - Nom (en lettres majuscules) Contract Professional Services System, CPSS	Title - Titre Professional Services - Methods of Supply	Signature <i>Ruben Leman</i>
Telephone No. - N° de téléphone 600-693-0000	Facsimile No. - N° de télécopieur 600-693-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwsc.gc.ca
Date 2012/03/13		

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres majuscules) Cheron, Arick	Title - Titre 30	Signature <i>Arick Cheron</i>
Telephone No. - N° de téléphone 519-933-0015	Facsimile No. - N° de télécopieur 519-933-1443	E-mail address - Adresse courriel arick.cheron@tpsgc-pwsc.gc.ca
Date March 20, 2012		

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☐ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres majuscules)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date		

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres majuscules)	Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
Date 28-MARCH-2012		

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwsc.gc.ca
Tel/Tél: 613-948-1732 / Fax/Fax: 613-954-4171

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada



ANNEX D : RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice Ministère de la Justice
Canada Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHESION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B

Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Department of Justice Ministère de la Justice
Canada Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
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Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de		S	
"Void" «Nul»		Dollars	
Signature			
"000"	"00000"000	000000"0	
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte	

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

Chief, Accounting Services
Room 1263, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only".



Department of Justice / Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees
 - ➔ Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

- ☐ New request ➔ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➔ ☐ to banking information (provide a new blank cheque)
➔ ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)
- ☐ Cancel electronic payment and revert to cheques

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature	Date	Signature
-----------	------	-----------

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)
3 Account Number		
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.		
5 Financial Institution Name, Address and Telephone Number	7 Financial Institution Stamp	
6 Signature of Financial Institution Representative		

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 778e-4 (2012/12) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-301-9709
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de:

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19402

Requestion No. - Demande
Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série
19402 16 1189

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-haut.

Direct inquiries to:
Adresser toutes demandes de renseignements à:
COCONETU, TRAIAN
613-301-9709

Destination
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. Le taux sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261189

Amendment No. - No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à:

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - A Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 27); 3) The Supply Arrangement Number EN578-055605/412/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021189 entitled TBIPS requirement for two (2) ERP System Analyst Level 3.			s.19(1)					

Solicitation closed - L'invitation à soumissionner prend fin le
At - A 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

EMERION
200-368 DALHOUSIE ST
OTTAWA ON K1N 7G3
CANADA

Phone: 613-241-0222

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

X
[Signature]
Date Aug 25, 16

Place point of manufacture/shipping of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'exécution des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B. Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Total Estimated Cost
Coût global estimé
\$331,960.10

Vendor No. - No. du fournisseur

141993

Fax No. - No. de télécopie

613-241-0222

J/S 5280-1 (07/2005)

☒ Your offer is accepted in the terms specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☒ You are requested to supply if indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prêtez de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/accepte the contract.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M D-J	To - À Y-M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% STPS	GST Total Total TPS	Total
00010	System Analyst Level 3: [REDACTED]	2016.08.29	2017.03.31	19402	[REDACTED]	[REDACTED]	13%	18,001.75	156,476.75
00020	System Analyst Level 3: [REDACTED]	2016.08.29	2017.03.31	19402	[REDACTED]	[REDACTED]	13%	20,188.35	175,483.35
Financial Codes Codage financier 0130-19015-15-502306-3720 -4080 Amount Montant 293,770.00 ----- The currency of this P.O. is - La devise de ce bon est : CAD			s.19(1) s.20(1)(c)						

JUS 9200-11 (07/2006)

Regulation No. - Demande
Ord. Ch. - Sur deman. Yr. - An. Ser. No. - N° de série
19402 16 1189

Page 2 of 2

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats			
From - De: COCONETU, TRAIAN NATIONAL CAPITAL REGION REGION DE CAPITALE NATIONALE 264 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-991-9709 FAX:		Date of Solicitation - Date de l'invitation à soumissionner Clauses (1) and (2) form part of this Les clauses 1 et 2 font partie de l'invitation à soumissionner.		Accounting Office Code Code du bureau du comptable 19402	
Request for Proposal - Demande Ord. Or. - Bur. deman. 19402 Yr. An. 16 Ser. N° de série 8767		Page 1 of 21		Inspection Agency - Chancellerie de l'Education	
Requester's personnel Contact: <input checked="" type="checkbox"/> Demandeur de proposition Amendment: <input type="checkbox"/> Modification		Inspection TSB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA		Consignee and destination unless specified herein Destinataire au point de destination sauf s'il est indiqué ci-dessus.	
Unless otherwise indicated here by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is included in the total estimated cost. Prices include packing, packaging, and are F.O.B. including all delivery charges) destination(s) specified herein. Municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.		Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les documents d'accompagnement.		Invoices - Original and two copies are to be sent to: Factures - Original et deux copies à être envoyés à: TSB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA	
À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix sont en monnaie canadienne, les droits de douane et excises et la taxe d'accise pertinents compris. Le prix sur les produits et services (TPS) est inclus dans les prix unitaires. La TPS s'applique au prix unitaire, est en plus. La TPS est comprise dans le prix unitaire. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) des destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.		1940268767		The number appearing in this case must be indicated in all invoices, all bills of lading, and all accompanying documents.	
Amendement et No. de la modification Inc. Acc. - Aug. O.		Previous Value - Valeur précédente Revised Value - Nouvelle valeur		The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf. Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer.	
The terms and conditions set out in CSC Supply Arrangement Serial No. 1 between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document. Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASCC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série 1 sont incorporées dans les présentes.		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the arrangements hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out hereafter. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services ou les biens, services ou services énumérés dans les présentes et dans toute autre page jointe, au prix ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.			
Item Article		Description		From - De Y.A.M.D.J.	
To - À Y.A.M.D.J.		Consignee Code Code du consignataire		No. of Days N° de jours	
Fees/Frais Taxe/V. - mise		GST% %TPS		GST Total Total TPS	
Total		s.19(1)		The following documents shall form part of this contract: 1) The Supply Arrangement Number EHS/8-055605/412/BI, included all clauses terms and conditions. 2) The Request for Proposal (RFP) Number: 1000019767 entitled "TSBPS requirement for one (1) Level 3 Program Analysis". 100-19767	
Solicitation clause - L'invitation à soumissionner prendra le A1-A 20 00 00		On - Le		Destination F.O.B. Point - Point F.O.B.	
Name and address of Vendor - Nom et adresse du fournisseur EMERION 200-265 DALHOUSIE ST OTTAWA ON K1H 7G3 CANADA Phone: 613-241-0222		Name and address of person authorized to sign on behalf of Vendor (type or print) Nom et adresse de la personne autorisée à signer au nom du fournisseur (en lettres majuscules) May 11, 2016		Signature Signature	
Vendor No. - No. du fournisseur 141003		Fax No. - No. de télécopie 613-241-0222		Total Estimated Cost Coût global estimé \$ 29,761.94	
Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.		You are requested to supply as and when required. Vous vous demandons de fournir ce qui est précisé dans les présentes.		I/We, the undersigned, accept/s and agree to the contract. Je/Jes soussigné(e) accepte(s) et accepte(s) le contrat.	



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de.

Request for proposal ☐ Demande de proposition

Contract ☐ Contrat

Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19402

Request No. - Demande
Drs. Off. - Sur devis. Yr. - An. Ser. No. - N° de série
19402 16 8767

Page 1 of 2

Destination
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection
Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dessus.
Direct Inquiries to: Adresser toutes demandes de renseignements à :
COCONETU, TRAIAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940268767

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

s.19(1)
s.20(1)(c)

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et le taux d'accise pertinents compris. Le taux sur les produits et services (TPS) n'est pas compris dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est compris dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No. - No. de la modification

Previous Value - Valeur précédente

2

Revised Value - Montant révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Series No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, révisé par le Ministère des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees Pht. Unit Taux/Vnt. Unité	GST% NTPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés.								
00010	Application Architect: Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	6,847.88	59,523.88
00020	OPT1: Application Architect: Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	23,045.75	200,322.75

Solicitation process - L'invitation à soumissionner prend fin le 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

EMERION
200-366 DALHOUSIE ST
OTTAWA ON K1N 7G3
CANADA
Phone: 613-241-0222

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out thereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents d'ajout, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (Type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres imprimées)

Signature Date JUN 17, 2016

State point of assembly/unpacking of goods or where service is to be performed. Indiquer le lieu de l'assemblage ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B. Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available, En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PR 1000018-767 on file
Total Estimated Cost Coût global estimé \$259,844.63

Vendor No. - No. du Fournisseur

141993

Fax No. - No. de Télécopie

613-241-0222

Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy herewith. Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/accepte le contrat.

Le fournisseur

JUL 1 2016 11:07:00AM



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M-D-J	To - À Y-M-D-J	Contract Code Code contrat	No. of Days N° de jours	Fee A/c. Limit Taux/Vol. limite	GST % TPS	GST Total Total TPS	Total
	<p>Financial Codes Codage financier 0130-19015-15-502306-3720 -4080 =====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								
	<p>Amount Montant 229,951.00</p>								

JUS #208-11 (07/2006)

Request No. - Demande
Ord. Nr. - Sur. dossier. Y1 - An. Ser. No. - N° de série
19402 16 8767

Page 2 of 2



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De COCONETU, TRAIAH NATIONAL CAPITAL REGION RÉGION DE CAPITALE NATIONALE 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-301-9709 FAX:		Date of solicitation - Date de l'invitation à soumissionner Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de : Request for proposal <input type="checkbox"/> Demande d'approvisionnement Contract <input type="checkbox"/> Contrat Amendment <input checked="" type="checkbox"/> Modification		Accounting Office Code Code du bureau comptable 19402		Proc. Off. - Bur. de man. 19402		Requisition No. - Demande 16		Ser. No. - N° de sér. 8767		Page 1 of 2	
Description ISB ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA				Inspection Agency - Chargé de l'inspection Consigned in destination unless specified herein Destinataire au point de destination sauf indication contraire				Direct inquiries to: Adresser toutes demandes de renseignements à : COCONETU, TRAIAH 613-301-9709					

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is entered as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are? O.B. including all delivery charges, destination specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part du Courant, tous les prix sont en monnaie canadienne, les droits de douane canadiens et la taxe d'accise sont compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en fait. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (comparaison) les frais de livraison aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box: Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement 1940268767	
Amendment No. - N. de la modification 3	Previous Value - Valeur précédente \$259,844.63
Inc. Desc. - Aug. Desc. \$131639.35	Revised Value - Valeur révisée \$391,483.98

Invoices - Original and two copies are to be sent to:
 Factures - Original et deux copies sont à être envoyés à :
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

s.19(1)
s.20(1)(c)

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act for the Minister's behalf.
 Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and Conditions set out in SSC Supply Arrangement Form no. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
 Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, entre le fournisseur et le Courant, en tant que le Ministre de Travaux Publics en Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y.A.M.D.J.	To - À Y.A.M.D.J.	Consigne Code Code consignitaire	No. of Days N° de jours	Fees / N. de Taux / N. de	GST % % TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés.								
00010	Application Architect: Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	6,847.88	59,523.88
00020	OPT1: Application Architect: Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	23,045.75	200,320.75
00030	Application Architect - Salim Adenon	2016.05.17	2017.07.31	19402			13%	15,144.35	131,639.35

Solicitation Issues - L'invitation à soumissionner présente les AL - A 00.00.00		The Vendor agrees and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the specifications herein, the supplies and/or services listed herein and on any attached sheets at the present set out charges. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur s'engage et accepte de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au prix ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur (c'est-à-dire les offres) seront considérées comme des offres de vente.		State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.	
On - Le Name and address of Vendor - Nom et adresse du fournisseur EMERION 200-368 DALHOUSIE ST OTTAWA ON K1N 7G3 CANADA Phone: 613-241-0222		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules) Nov 1, 2016		F.O.B. Point - Point F.A.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles As per P.R. 1000018767 on file	
Vendor No. - N. du Fournisseur 141993		Fax No. - N. de Téléphone 613-241-0222		Total Estimated Cost Coût global estimé \$391,483.98	
Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions énoncées dans les présentes.		You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.		Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.	

JUL 2006-11 0572046



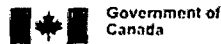
Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

JUS 9209-11 (011-0006)	Requisition No. - Demande	Page	2	of	2
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Perquisition No. - Demande		
Del. 011-012, deman.	Y. - An.	Sec. No. - 11 ^e de serie
19402	16	8767

Page	2	of	2
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Government of
Canada

Gouvernement du
Canada

From - De
COCOMETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-4757
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner		Accounting Union Code Code du bureau comptable		Requester No - Demande Yr - An		Ser. No - N° de série		Place 1 2	
Clauses (1) and (2) below will form part of this Les clauses 1 et 2 ci-dessous font partie du document de		19402		19402		16		8767	
Request for proposal <input type="checkbox"/> Demande de proposition		Contract <input type="checkbox"/> Contrat		Amendment <input checked="" type="checkbox"/> Modification		Destination		Inspection Agency - Charge de l'inspection	
						158 ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA		Consignee et destination unless specified herein	
								Direct inquiries to Addresser toutes demandes de rns à: COCOMETU, TRAIAN 613-946-4757	
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including an delivery charges) destination(s) specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.		All invoices, shipping bills and packing slips must include the number indicated in this box		Le numéro indiqué dans cette case doit être inscrit dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement		Invoices - Origine and two copies are to be sent to Factures - Origine et deux copies à être envoyées à:			
		1940268767				158 ADMINISTRATIVE SERVICES DEPARTMENT OF JUSTICE CANADA ATT: DANIELLE Y. JEAN (957-3762) 275 SPARKS ST ROOM 12006 OTTAWA ON K1A 0H8 CANADA			
Amendment No - No. de la modification		Previous Value - Valeur précédente		Inc Rpts - Aug/Rdm		Revised Value - Révisé Révisé			
4		\$391,483.98		\$ 1,522.44		\$393,006.42			

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/412/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/412/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - A Y-A-M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees / Frais Taux / V. - Révisé	GST % Taux TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. The purpose of the amendment No 4 is to: 1. Change line 20 on this Contract from 175 to 106.23 days; 2. Add 70 days to a new line (L 40) for [redacted]; 3. Increase the value of contract by: 1,522.43, HST included. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.		s.19(1)						
Solicitation notes - L'invitation à soumissionner prendra le A - A 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheet, at the price(s) set out therefor. (Responses to a request for proposal / à un potentiel fournisseur will be considered as an offer to sell)		State point of origin/shipment of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens ou encore le lieu où les services seront être fournis		F.O.B. Point - Point F.A.B.			
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe au présent, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.		Destination		Pursuant to Section 37(1) of the Financial Administration Act, funds are available En vertu de l'article 37(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles			
Name and address of Vendor - Nom et adresse du fournisseur EMERSON 200-368 DALHOUSIE ST OTTAWA ON K1H 7G3 CANADA Phone: 613-241-0222		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres manuscrites)		Signature [Signature]		Total Estimated Cost Coût global estimé \$393,006.42		For the Minister - Révisé du Ministre [Signature] 2017/02/17	
Vendor No - No du Fournisseur 141993		Fax No - No. de Télécopie 613-241-0222		JUS 9250-11 (07/2006)					
<input type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes		<input type="checkbox"/> You are requested to supply as indicated herein. Tous vos demandeurs de fournir ce qui est précisé dans les présentes		<input checked="" type="checkbox"/> Return the signed copy forthwith. Faire de retourner immédiatement une copie dûment signée.		The Vendor hereby accepts and acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et s'y est engagé.			

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
Item Article	Description	From - De Y.A.M.D.J.	To - À Y.A.M.D.J.	Consignee Code Code consignataire	No. of Days N° de jours	Fees/A/M. Limit Taux/A.M. limite	GST % % TPS	GST Total Total TPS	Total
00010	Application Architect: Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	6,847.28	59,523.98
00020	OPT1: Application Architect: [REDACTED]	2016.05.17	2017.07.31	19402			13%	14,002.60	121,714.89
	PO quantity changed ***Schedule lines changed***								
00030	Application Architect - [REDACTED]	2016.05.17	2017.07.31	19402			13%	15,144.35	131,639.35
00040	Application Architect - Hanh Nguyen	2016.05.17	2017.07.31	19402			13%	9,218.30	80,128.30
	Description changed ***Schedule lines changed*** ***New item***								
	Financial Codes Codage financier								
	0130-19015-15-502306-3720 -4080 0130-16093-15-502357-3720 -4080								
	Amount Montant 276,883.29 70,910.00								
	The currency of this P.O. is - La devise de ce bon est : CAD								
JUS 9200-11 (07/2006)		s.19(1) s.20(1)(c)				<div> <div>Procurement No. - Demande</div> <div> <div>Ord. No. - Sur commande</div> <div>19402</div> </div> <div>Yr. - An</div> <div>16</div> <div>Ser. No. - N° de série</div> <div>8767</div> </div>			
						Page	2	of	2

DocuSign Envelope ID: A902B72F-D992-46A1-B2DC-08FE9F0EB20B



Government of
Canada

Gouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this
Les clauses 1 et 2 ci-dessous font partie du document de

Request for Proposal ☐ Demande de proposition

Contract ☒ Contrat

Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19399

Requestion No - Demande
Ord. Off. - Bur. deman. Yr - An Ser No - N° de série
19399 16 1188

Page 1 of 1

Destination
CORPORATE PLANNING, REPORTING & RIS
DEPARTMENT OF JUSTICE CANADA
ATT: RACHELLE MATTE (613-952-3858)
284 WELLINGTON STREET
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection

Consignee et destination unless specified herein
Destinataire au point de destination sauf si indiqué ci-dessus

Direct inquiries to
Addresser toutes demandes de renseignements à
BEAUVAIS-LEFORT, M
613-952-2243

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise perçonnés compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box.
Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement

1939961188

Amendment No - No. de la modification

Previous Value - Valeur précédente

Inc./Docs - Aug./Dim.

Revised Value - Montant révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

CORPORATE PLANNING, REPORTING & RIS
DEPARTMENT OF JUSTICE CANADA
ATT: RACHELLE MATTE (613-952-3858)
284 WELLINGTON STREET
OTTAWA ON K1A 0H8
CANADA

s.19(1)

s.20(1)(c)

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/436/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/436/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vol Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
00010	1 Sept 2016 - 31 March 2017 (80days) Financial Codes Codage financier 0130-20042-15--3720 -4050 Amount Montant 88,000.00 The currency of this P.O. is - La devise de ce bon est : CAD	2016.09.27	2017.03.31	19399			13%	11,440.00	99,440.00

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00.00.00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

PRECISIONER INC
12 YORK ST
OTTAWA ON K1N 5S6
CANADA
Phone: 613-226-9900

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

016-09-26

Signature

Date

Telephone No. -

☒ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

Vendor No. - No. du Fournisseur

Fax No. - No de Télécopie

140223

JUS 9200-11 (07/2005)

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B.

Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Total Estimated Cost
Coût global estimatif

\$ 99,440.00

For the Minister - Réservé au Ministre

I acknowledge this contract.
Je reconnais qu'il y a pris connaissance du présent contrat.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-2243
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clause: (1) and (2) below will form part of this
Les clauses 1 et 2 ci-dessous font partie du document de

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19073

Request No - Demande
Ord Off - Bur deman Yr. - An Ser No - N° de série
19073 16 1188

Destination
IFMS TEAM
DEPARTMENT OF JUSTICE CANADA
ATT: CLAUDIE BESNER (613-290-0181)
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Page 1 of 2
Inspection Agency - Chargé de l'inspection
Consignee at destination unless specified herein Destinataire au point de destination sauf si indiqué ci-bas
Direct inquiries to Address toutes demandes de renseignements à
BEAUVAIS-LEFORT, M
613-952-2243

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et le taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement

1939961188

Invoices - Original and two copies are to be sent to
Factures - Remplir et envoyer l'original et deux copies à

IFMS TEAM
DEPARTMENT OF JUSTICE CANADA
ATT: CLAUDIE BESNER (613-290-0181)
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

s.19(1)
s.20(1)(c)

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/436/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/436/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees /Val, Limit Taux/Val limite	GST% %TPS	GST Total Total TPS	Total
00010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés.	2016.09.27	2017.03.31	19073			13%	11,440.00	99,440.00

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les

FOB Point - Point F.A.B.

Name and address of Vendor - Nom et adresse du fournisseur

PRECISIONERP INC
12 YORK ST
OTTAWA ON K1N 5S6
CANADA
Phone: 613-226-9900

X)
Pres moullés

Date

9/27/2016

Telep

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Signature Date
9/27/2016

Vendor No. - No du Fournisseur

Fax No. - No. de Télécopie

140223

JUS 9200-11 (07/2006)

☒ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prêtez de retourner immédiatement une copie dûment signée.

The

ni contrat et qu'il l'accepte.

9/27/2016

Titre - Titre



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - A Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST % % TPS	GST Total Total TPS	Total
	<p>Financial Codes Codage financier 0130-20042-15--3720 -4050</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p style="text-align: right;">Amount Montant 88,000.00</p>								

JUS 9200-11 (07/2006)

Requision No - Demande		
Ord Off - Bur deman	Yr - An	Ser No - N° de série
19073	16	1138

Page	2	of	2
		de	



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Supply Arrangement Solicitation/Contract

Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Accounting Office Code
Code du bureau comptable
19402

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19402 16 1217

Page 1 of 2

Destination
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Chargé de l'inspection
Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct Inquiries to:
Adressor toutes demandes de renseignements à :
COCONETU, TRAIAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box
Le numéro figure dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261217

Amendment No.-No. de la modification Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim. Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. EN578-055605/712/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/712/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 22); 3) The Supply Arrangement Number EN578-055605/712/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021217 entitled TBIPS requirement for one (1) IM/IT Business Analyst, Level 3.			s.19(1)					

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur
BEYOND TECHNOLOGIES CONSULTING INC
3600-111 DUKE ST
MONTREAL QC H3C 2M1
CANADA
Phone: 514-642-7912

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (typographier ou imprimer)

Signature Date September 6, 2016 Telephone No. - N° de téléphone

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles.

PR # 1000021217 by ACJ

Total Estimated Cost Coût global estimatif \$101,022.00 For the Minister - Réservé au Ministre Date Sept 6, 16

Vendor No. - No du Fournisseur 143512
Fax No. - No. de Télécopie
JUS 9200-11 (07/2006)

☒ Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Government of
CanadaGouvernement du
Canada

From - Ded

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19402Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19402 16 1217

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de rens. à :
COCONETU, TRAIAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261217

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. EN578-055605/712/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/712/EI sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 22); 3) The Supply Arrangement Number EN578-055605/712/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021217 entitled TBIPS requirement for one (1) IM/IT Business Analyst, Level 3.								

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB Destination

Name and address of Vendor - Nom et adresse du fournisseur

BEYOND TECHNOLOGIES CONSULTING INC
3600-111 DUKE ST
MONTREAL QC H3C 2M1
CANADA
Phone: 514-642-7912

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PR# 1000021217 signed by A.C. Date

Total Estimated Cost
Coût global estimatif
\$101,022.00

For the Minister - Réservé au Ministre

*
Signature

Date

Telephone No. - N° de téléphone

☒ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

*
Signature

Title - Titre

Vendor No. - No. du Fournisseur

143512

Fax No. - No. de Télécopie

JUS 9200-11 (07/2006)

000081

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Business Analyst Level 3 Financial Codes Codage financier 0130-19013-15-530006-3720 -4080 =====	2016.09.12	2017.03.31	19402	120.000	745.00	13%	11,622.00	101,022.00
	Amount Montant 89,400.00 =====								
	The currency of this P.O. is - La devise de ce bon est : CAD								

JUS 9200-11 (07/2006)

Requisition No. - Demande		
Ord. Off - Bur. deman.	Yr. - An.	Ser. No - N° de série
19402	16	1217

Page	2	of de	2
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000082

Government of Canada Gouvernement du Canada		Supply Arrangement Solicitation/Contract Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats							
From - De COCONETU, TRAIAN NATIONAL CAPITAL REGION RÉGION DE CAPITALE NATIONALE 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-946-4757 FAX:		Date of solicitation - Date de l'invitation à soumissionner 19308 Accounting Office Code Code du bureau comptable 19308 Request No. - Demande Yr. - An Ser. No. - N° de série 16 1515							
Clauses (1) and (2) below will form part of this. Les clauses 1 et 2 ci-dessous font partie du document de : Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification		Destination ISB CIO'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: CANDICE MACLENNAN 343-998-1644 275 SPARKS ST ROOM 11072 OTTAWA ON K1A 0H8 CANADA							
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in unit prices. GST is not applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable. For provincial taxes, see the Supply Arrangement. À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.		Invoice - Original and two copies are to be sent to: Facture - Remplir et envoyer l'original et deux copies à : ISB CIO'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: CANDICE MACLENNAN 343-998-1644 275 SPARKS ST ROOM 11072 OTTAWA ON K1A 0H8 CANADA							
Amendment No. - No. de la modification Previous Value - Valeur précédente 1930861515		Revised Value - Montant révisé							
1 The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf. Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer. 2 The terms and conditions set out in SSC Supply Arrangement Serial No. EN578-055605/839/EI between the Vendor and the Crown, as Canada, are hereby incorporated into this document. Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série EN578-055605/839/EI sont incorporées dans les présentes.									
Item Article	Description	From - De Y-A M-D-J	To - A Y-A M-D-J	Consigee Code Code consignataire	No. of Days N° de jours	Fees /A/ Limit Taux/Vel limite	GST% % TPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 27); 3) The Supply Arrangement Number EN578-055605/839/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021515 entitled TBIPS requirement for IM Architect(s), Level 3 and Technical Architect(s), Level 3; 5) The Contractor's bid dated November 11, 2016.				s.19(1)				
Solicitation clause - L'invitation à soumissionner grand fin le A1 - A 00 00 00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents de joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur potentiel seront considérées comme des offres de vente.		State point of manufacture/shipping of goods or where service is to be performed Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus					
On - Le		Name and title of person authorized to sign on behalf of Vendor (type or print) Non et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées) MARC PAGEAU, CEO		F.O.B. Point - Point F.A.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques, les fonds sont disponibles PR# 1000021515					
Name and address of Vendor - Nom et adresse du fournisseur OPROMA INC. 116 AV GATINEAU GATINEAU QC J8T 4J6 CANADA Phone: 819-568-4069		Signature 30/11/2016		Total Estimated Cost Coût global estimé \$112,887.00					
Vendor No. - No du Fournisseur 142064 JUB 9206-11 (07/2006)		Fac No - No de Télécopie		The Vendor hereby accepts/accepte this contract. Le fournisseur reconnaît par les présentes					

Government of
CanadaGouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-4757
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19308	Requisition No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19308 16 1515	Page 1 of 2
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination ISB CIO'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: CANDICE MACLENNAN 343-998-1644 275 SPARKS ST ROOM 11072 OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas. Direct inquiries to: Adresser toutes demandes de rens. à : COCONETU, TRAIAN 613-946-4757
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification			

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement. 1930861515	Amendment No.-No. de la modification Inc./Decs. - Aug./Dim.	Previous Value - Valeur précédente Revised Value - Montant Révisé
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Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :
ISB CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of **Justice Canada** and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de **Justice Canada** et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **EN578-055605/839/EI** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **EN578-055605/839/EI** sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 27); 3) The Supply Arrangement Number EN578-055605/839/EI, included all clauses terms and conditions; 4) The Request for Proposal (RFP) Number: 1000021515 entitled TBIPS requirement for IM Architect(s), Level 3 and Technical Architect(s), Level 3; 5) The Contractor's bid dated November 11, 2016.								

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus. F.O.B. Point - Point FAB Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles PR# 1000021515 04 File Date Total Estimated Cost Coût global estimatif \$112,887.00 For the Minister - Réserve au Ministre Nov 30, 2016				
On - Le	Name and address of Vendor - Nom et adresse du fournisseur OPROMA INC. 116 AV GATINEAU GATINEAU QC J8T 4J6 CANADA Phone: 819-568-4069	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées) Signature Date Telephone No. - N° de téléphone				
Vendor No. - No. du Fournisseur 142064	Fax No. - No. de Télécopie	<input checked="" type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.	<input checked="" type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.	<input checked="" type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.	The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte. Signature Title - Titre	



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- Annex B: Basis of Payment**
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- Annex D: Recipient Electronic Payment Registration Request Form**



CONTRACT CLAUSES

The following clauses apply to and form part of this contract resulting from the bid solicitation number 1000021515 entitled TBIPS requirement for IM Architect(s), Level 3 and Technical Architect(s), Level 3.

1 REQUIREMENT

- a. **Oproma Inc.** (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- b. **Client(s)** : Under the Contract, the "Client" is the Department of Justice Canada (JUS).
- c. **Reorganization of Client** : The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Terms** : Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.
- e. **Location of Services** : Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

a. General Conditions :

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly

provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

b. Supplemental General Conditions :

The following Supplemental General Conditions :

- i. 4006 (2010-08-16), Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground In-formation;

3 SECURITY REQUIREMENT

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "B" to Part B to the Supply Arrangement, applies to the Contract.

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER

1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.
3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

4 CONTRACT PERIOD

- a. **Contract Period :** The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
 - i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends on March 31, 2017; and
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract :**
 - i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same terms and conditions. The two option periods are as follows:

Option 1: April 1, 2017 to March 31, 2018

Option 2: April 1, 2018 to March 31, 2019

The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

- ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

5 AUTHORITIES

a. Contracting Authority

The Contracting Authority for the Contract is:

Name: Traian Coconetu
Title: Senior analyst and Contracting Officer
Organization: Department of Justice Canada
Address: 284 Wellington Street, Ottawa, Ontario, K1A 0H8
Telephone: 613-946-4757
E-mail address: traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. Technical Authority

The Technical Authority for the Contract is:

Name: Robert Séguin
Title: Senior Advisor/Application Development
Organization: Department of Justice Canada
Address: 275 Sparks St, Ottawa, Ontario K1A 0H8
Telephone: 613-790-2929
Facsimile: 613-954-3294
E-mail address: robert.seguin@justice.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

INSPECTION AND ACCEPTANCE

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

c. Contractor's Representative

Name: Robert Proulx
Title: Vice President Business Development & Partnership s.19(1)
Organization: Oproma Inc.
Address: 116 Gatineau Av, Gatineau, Quebec
Telephone: [REDACTED]
Facsimile: 613-482-3777
E-mail address: [REDACTED]

6 PAYMENT

a. Basis of Payment

- I. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B - Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated cost: \$99,900.00

- II. **Pre-Authorized Travel and Living Expenses :**
Canada will not pay any travel or living expenses associated with performing the Work.

- III. **Applicable Taxes:**
Estimated cost: \$ 12,870.00
- IV. **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- V. **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- VI. **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

- b. **Limitation of Expenditure** Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
 - i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - A. It is 75 percent committed, or
 - B. 4 months before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
 - ii. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- c. **Monthly Payment** Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if :
 - i. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - ii. all such documents have been verified by Canada;
 - iii. the Work performed has been accepted by Canada.

d. **Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

e. **Payment Credits**

i. **Failure to Provide Resource:**

- A. If the Contractor does not provide a required professional services resource that has all the required qualifications within the time prescribed by the Contract, the Contractor must credit to Canada an amount equal to the per diem rate (based on a 7.5-hour workday) of the required resource for each day (or partial day) of delay in providing the resource, up to a maximum of 10 days.

- B. Corrective Measures:** If credits are payable under this Article for *two consecutive months* or for *three months in any twelve-month period*, the Contractor must submit a written action plan describing measures it will implement or actions it will undertake to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority and 20 working days to rectify the underlying problem.
- C. Termination for Failure to Meet Minimum Availability Level :** In addition to any other rights it has under the Contract, Canada may terminate the Contract for default by giving the Contractor 3 months' written notice of its intent, if any of the following apply :

1. the total amount of credits for a given monthly billing cycle reach a level of 10% of the total billing for that month; or
2. the corrective measures required of the Contractor described above are not met.

This termination will be effective when the three month notice period expires, unless Canada determines that the Contractor has implemented the corrective measures to Canada's satisfaction during those three months.

- ii. **Credits Apply during Entire Contract Period :** The Parties agree that the credits apply throughout the Contract Period.
 - iii. **Credits represent Liquidated Damages :** The Parties agree that the credits are liquidated damages and represent their best pre-estimate of the loss to Canada in the event of the applicable failure. No credit is intended to be, nor will it be construed as, a penalty.
 - iv. **Canada's Right to Obtain Payment :** The Parties agree that these credits are a liquidated debt. To collect the credits, Canada has the right to hold back, draw back, deduct or set off from and against any money Canada owes to the Contractor from time to time.
 - v. **Canada's Rights & Remedies not Limited :** The Parties agree that nothing in this Article limits any other rights or remedies to which Canada is entitled under the Contract (including the right to terminate the Contract for default) or under the law generally.
 - vi. **Audit Rights :** The Contractor's calculation of credits under the Contract is subject to verification by government audit, at the Contracting Authority's discretion, before or after payment is made to the Contractor. The Contractor must cooperate fully with Canada during the conduct of any audit by providing Canada with access to any records and systems that Canada considers necessary to ensure that all credits have been accurately credited to Canada in the Contractor's invoices. If an audit demonstrates that past invoices contained errors in the calculation of the credits, the Contractor must pay to Canada the amount the audit reveals was required to be credited to Canada, plus interest, from the date Canada remitted the excess payment until the date of the refund (the interest rate is the Bank of Canada's discount annual rate of interest in effect on the date the credit was first owed to Canada, plus 1.25% per year). If, as a result of conducting an audit, Canada determines that the Contractor's records or systems for identifying, calculating or recording the credits are inadequate, the Contractor must implement any additional measures required by the Contracting Authority.
- f. No Responsibility to Pay for Work not performed due to Closure of Government Offices**
- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
 - ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.
- g. Payment by Direct Deposit**
- i. Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract.
 - ii. To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

- iii. It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under (Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

7 INVOICING INSTRUCTIONS

- a. The Contractor must submit invoices in accordance with the information required in the General Conditions.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and two copies of each invoice to the Technical Authority at the following e-mail address: Admin.Services-LSB@justice.gc.ca
- e. On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

8 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

9 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Quebec.

10 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order :
 - i. 4006 (2010-08-16) , Supplemental General Conditions - Contractor to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2016-04-04);
- d. Annex A, Statement of Work
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Supply Arrangement Number EN578-055605/839/EI (the "Supply Arrangement")
- h. the Contractor's bid dated November 11, 2016.

11 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

12 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

13 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

- a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
 - b. **First Party Liability :**
 - i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
 - ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
 - iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
 - iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
 - v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00 , whichever is more.

 - vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.
- c. **Third Party Claims :**
 - i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or

determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

14 SPECIFIC PERSONS

The Contractor must provide the services of the following persons to perform the Work as stated in the Contract:

TBIPS Stream, Category and Experience Level	Primary Resources		
Stream 3: IM/IT Services I.5. IM Architect Level 3	Primary IM Architect :	Josh Turner	s.19(1)
Stream 3: IM/IT Services I.10. Technical Architect Level 3	Primary Technical Architect :		

Should additional Secondary Resources of the same category and level be specified in a valid issued Request for Additional Resources, the additional Secondary Resource(s) will be subject, for the duration of the Request for Additional Resources, to the same terms and conditions as those that apply to the Primary Resources.

15 PROFESSIONAL SERVICES - GENERAL

- (A) The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- (B) If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- (C) In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:

- (a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
- (b) security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:

- (a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
- (b) assess the information provided under (C) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require another replacement in accordance with this sub article (C).
- (iii) Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- (iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

16 SAFEGUARDING ELECTRONIC MEDIA

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

17 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

18 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

19 GOVERNMENT PROPERTY

Canada agrees to supply the Contractor with the items listed below (the "Government Property"). The section of the General Conditions entitled "Government Property" also applies to the use of the Government Property by the Contractor.

- (i) Accounts on computer network
- (ii) Workstation
- (iii) Access to printer, fax machine and photocopier
- (iv) ID card allowing access to building and floor
- (v) Reference material, as needed

20 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



ANNEX A : Statement of Work (SoW)

1 TITLE

TBIPS requirement for IM Architect(s), Level 3 and Technical Architect(s), Level 3

2 OBJECTIVE

To complete the migration of content from one or more current sources (legacy repository) to a central repository (Digital Workspace) for all Sectors, Portfolios and Branches/Business Units and to facilitate knowledge transfer (and possible training) to central JUS Information team personnel throughout the migration project.

3 TERMINOLOGY

Acronym	Definition
JUS	The Department of Justice Canada / the Department
ISB	Information Solutions Branch
GC IM	Government of Canada Information Management
DW	Digital Workspace (using SharePoint and GCDOCS)
LCMS	Legal Case Management Solution (using Dynamics CRM)
IRBV	Information Resources of Business Value
IREV	Information Resources of Enduring Value
RK	recordkeeping
RDA	Records Disposition Authorities
iCase	the current JUS legal case management system
NCR	National Capital Region. Defined in the <i>SCHEDULE of the National Capital Act (R.S.C., 1985, c. N-4)</i> , available on the Justice Website (http://laws-lois.justice.gc.ca/eng/acts/N-4/).
SOW	Statement of Work

4 BACKGROUND STATEMENT

The Department of Justice (JUS) is implementing an Information@Justice vision that articulates a future desired state that "Justice Information lives in a sustainable digital environment" in contrast to past practices that have been structured around paper content. One of the keystone projects to implement this vision is a Digital Workspace (DW) for the department, whereby employees will have an electronic workspace that supports creating, sharing, and finding digital content and collaborate on this content with their colleagues. The DW Team associated with Information Management requires assistance in this program in particular with respect to migration of digital content. JUS has identified they have in excess of 100TB of digital unstructured content throughout the organization. The purpose of this Statement of Work (SOW) is to define the requirements for Business Analysts resources during this important work.

The Justice landscape includes 13 Sectors, Portfolios and Branches, geographically dispersed in 6 regional offices coast to coast that support the dual roles of the Minister of Justice and the Attorney General of Canada.

JUS has decided to integrate SharePoint 2013 to GCDOCS for the purpose of collaboration and to take advantage of feature rich document management and records management functionality available with these tools. Together, these tools provide substantial efficiency gains for the department, as per JUS design objectives for its DW, by employing a new recordkeeping foundation, new user experience, and new technology.

The DW will contain JUS Information Resources of Business Value (IRBV), Information Resources of Enduring Value (IREV) and transitory information which will allow easier access to documents that may otherwise have been time consuming to locate. Transitory information does not have business value but can be reference information that supports the creation of information of business value. Migrating content from one or more current sources to a central repository will increase efficiency and create a consistent, unified view which allows users to leverage all business critical content and IRBV, ultimately leading to improved and timely decision making.

IRBV, IREV and active transitory information are currently being manually migrated from emails, Microsoft Office applications and shared drives into the DW. The current migration is being carried out by JUS employees on a document

by document basis with no migration solution, automated clean-up or batch migration script for migrating IRBV, IREV, transitory information, metadata and customized recordkeeping (RK) retention periods.

JUS has an estimated 103 terabytes of information resources on Exchange servers and shared drives.

Currently, there are over 107 million objects that reside on shared drives. Manual document and metadata migration is an arduous, taxing and inefficient process, not to mention an inefficient use of staff resources and productivity. Without a solution to migrate documents, it is unreasonable and impractical to expect that the JUS employees will continue to migrate documents on their own. This will severely impact the success of the DW initiative.

The expected outcomes of migrating JUS information residing in legacy repositories to the DW are to:

- Ensure that all IRBV, IREV and active transitory information resources are identified and migrated to the DW within the proper folder structures and with the appropriate access control lists, versions and metadata.
- Expedite the sunset of legacy repositories, i.e. shared drives, by providing detailed document analysis and identification prior to migration; and facilitate transition to the DW for staff.
- Provide a user work environment that promotes a unified, consistent view and access to content, thereby realizing efficiencies through the:
 - Minimization of costs of multiple storage locations
 - Improvement in search and retrieval of information resources
 - Elimination of duplicates as well as minimizing duplication of effort and encouraging reuse of corporate intellectual property
 - Elimination of risks to information currently stored on vulnerable media devices such as CDs, USB drives, etc.
 - Reduction of litigation exposure through proper information retention and disposition

5 REQUIREMENT DESCRIPTION

5.1 THE CONTRACTOR'S RESOURCES

The Contractor must provide 2 primary resources for the duration of the Contract. These 2 primary resources are the **IM Architect** and the **Technical Architect**.

The Contractor must also provide, as and when requested by the Technical Authority, up to 2 additional resources: a **Secondary IM Architect** and a **Secondary Technical Architect**. Should one or both of these additional resources be requested, the Contractor must provide a resource or resources that meet or exceed the requirements presented in the Request for Proposal (RFP) 1000021515 associated with this Contract, including the applicable TBIPS resource category and experience level, any certifications or security requirements as well as meeting the Mandatory Criteria and achieving or surpassing the minimum required score on the Point-Rated Criteria as specified therein.

Once the Secondary resource or resources will be evaluated and considered that meet or exceed the requirements presented in the above mentioned RFP, a contract amendment will be award and send to the Contractor for its signature.

5.2 PROJECT SCOPE AND APPROACH

The scope of the Project is limited to:

- Data on 16 JUS Departmental servers (~100TB)
 - ~80TB on 12 File Shares servers (~107 000 000 files)
 - ~20TB on 4 Exchange servers (total number of emails not available)

From a Project approach point of view, the required elements have been broken down into a number of individual work packages:

- Project Scoping
- Discovery
- Content Inventory and Cleansing
- Definition of Classification and Metadata Rules
- Classification Design
- Migration Design, testing and implementation
- Transfer of Knowledge to JUS Team

5.3 PHASES, TASKS AND DELIVERABLES

5.3.1 Phase I: Planning & Preparation

5.3.1.1 Tasks

- Review project expectations and timeframes and provide recommendations as required
- Review of JUS documentation
- Review and finalize Functional Specifications documentation
- Identify analysis timeframes that can be utilized to predict overall project duration.
- Define a repeatable and documented process for further projects within the program.
- Develop a Design Proposal for retaining any historical information (Archive) that will not be migrated into DW (if any)
- Develop characteristics of target content set
- Review and finalize training material and training plan to be used
- Participate in the client engagement meetings
- Participate in the preparation of an Implementation and Change Management

5.3.1.2 Deliverables

- Change Management Plan
- Training Plan and Training modules (English)
- Historical Archive Solution Design (if required)^{*}
- Characteristics document of target content set
- Validated work packages

5.3.2 Phase II: Data Discovery

5.3.2.1 Tasks

- Undertake data discovery on the ~100TB of JUS data in order to provide an initial management report detailing basic Redundant Obsolete and Trivial (ROT) information.
 - The initial reports will be broken down by;
 - Sectors, Portfolios and Branches
 - Business units, and, if such are dispersed across multiple locations,
 - Regions
- Undertake duplication analysis of the ~100TB of JUS data in order to gain an understanding of possible data volume reductions in addition to ROT removal.
- Undertake a comprehensive content inventory, inclusive of duplication, of ~100TB of JUS data and identify a suitable cleansing process.
- Undertake classification and metadata analysis in order to assist JUS in tagging data for future SharePoint/GCDOCS migration and identification of sensitive data within the ~100TB of JUS data.
- Assist in JUS stakeholder reviews to:
 - Define any custom ROT definitions
 - Review and approve ROT definition rules
 - Define JUS remediation policies
- Review and recommend remediation policies
- Produce a basic metadata extraction rule set that can be deployed and augmented by JUS personnel across other data repositories within JUS.
- Demonstrate SharePoint/GCDOCS migration and alignment of metadata.

5.3.2.2 Deliverables

- Creation of a master index against all defined data sources

- Output reports for review, by business units or information custodians
- Redundant, Obsolete and Trivial (ROT) analysis reports
- Meetings/workshops with clients to demonstrate analysis results, review content and to confirm appropriate business rules
- Documented outcome of ROT review with approved ROT rules definitions and remediation policy and process

5.3.3 Phase III: General Implementation

5.3.3.1 Tasks

- Complete the migration of documents for all Sectors, Portfolios and Branches/Business Units.
- Schedule the migration process
- Execute the migration process
- Monitor the results/prepare an evaluation report.
- Obtain Branches/Business Units migration sign-off
- Make any necessary changes arising out of the evaluation report and revise/realign to the Implementation Plan accordingly

5.3.3.2 Deliverables

- All documents successfully migrated to DW
- Evaluation report
- Updated Migration Framework (if required)

5.3.4 Phase IV: Close Out

5.3.4.1 Tasks

- Facilitate knowledge transfer to central JUS Information team personnel throughout the migration project.
- Identify where the migration tool can assist JUS in the identification of their data through thematic and metadata extraction.

5.3.4.2 Deliverables

- Knowledge Transfer

5.4 REPORTING REQUIREMENTS

All Contractor resources* must meet with the Technical Authority on a weekly basis to present the project status report and to address project issues.

* There are 4 distinct Contractor resource titles:

- *Primary IM Architect* and
- *Primary Technical Architect*
- *Secondary IM Architect* (if required) and
- *Secondary Technical Architect* (if required)

5.5 LANGUAGE REQUIREMENTS

The Work will be conducted in English and in French. Should there be translation required, formal translation will be undertaken by the Department of Justice.

5.5.1 Deliverables

The Contractor's resources must provide all deliverables in English at or above the English proficiency levels indicated in the English proficiency table below.

5.5.2 Tasks

The language requirements for the provision of services (the tasks) are as follows:

- For the Contractor's **IM Architect** resources, services must be provided in **English and in French**, as requested, at or above the English proficiency levels and the French proficiency levels indicated in the table below.
- For the Contractor's **Technical Architect** resources, services must be provided in **English** at or above the English proficiency levels indicated in the table below.

English proficiency:			
Oral Proficiency	3+	General Professional Proficiency, Plus	Able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks. Operates at level 4 most of the time, but cannot sustain the performance across a variety of topics. Understanding is complete, including idioms, nuances, register shifts and humour or irony. Often matches a native speaker's strategic and organizational abilities. Basic and complex structures are fully controlled except for an occasional error in low-frequency structures. There are no patterned errors.
Reading Proficiency	3+	General Professional Proficiency, Plus	Able to read with facility and appreciate a wide variety of texts as well as those pertinent to professional needs. Has a broad active general, specialized and abstract vocabulary. Able to comprehend many sociolinguistic and cultural references, as well as a considerable range of complex structures, low-frequency idioms, and connotations. However, accuracy is not complete, and here again some nuances and subtleties may escape the reader.
Writing Proficiency	3+	General Professional Proficiency, Plus	Able to write in a variety of prose styles pertinent to general, social and professional needs. Good control of basic and complex structures, all verb tenses and tense sequence, morphology, syntax and punctuation. Usually uses cohesive devices well, but variety is limited. May not be able to express nuances or subtleties very well, nor tailor language to audience.
French proficiency:			
Oral Proficiency	3+	General Professional Proficiency, Plus	Able to use the language to satisfy professional needs in a wide range of sophisticated and demanding tasks. Operates at level 4 most of the time, but cannot sustain the performance across a variety of topics. Understanding is complete, including idioms, nuances, register shifts and humour or irony. Often matches a native speaker's strategic and organizational abilities. Basic and complex structures are fully controlled except for an occasional error in low-frequency structures. There are no patterned errors.
Reading Proficiency	3+	General Professional Proficiency, Plus	Able to read with facility and appreciate a wide variety of texts as well as those pertinent to professional needs. Has a broad active general, specialized and abstract vocabulary. Able to comprehend many sociolinguistic and cultural references, as well as a considerable range of complex structures, low-frequency idioms, and connotations. However, accuracy is not complete, and here again some nuances and subtleties may escape the reader.
Writing Proficiency	3+	General Professional Proficiency, Plus	Able to write in a variety of prose styles pertinent to general, social and professional needs. Good control of basic and complex structures, all verb tenses and tense sequence, morphology, syntax and punctuation. Usually uses cohesive devices well, but variety is limited. May not be able to express nuances or subtleties very well, nor tailor language to audience.

The descriptions associated with the language proficiency levels can be found at the following website:
http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

5.6 LOCATION OF SERVICE DELIVERY

The Work will be performed in the NCR, primarily at Justice Headquarters 284 Wellington Street, Ottawa. The Work does not require travel outside of the NCR.

5.7 CONSTRAINTS

5.7.1 Hours of Availability

Because the nature of the Work requires close, ongoing interaction with JUS staff, the Contractor's resources must be available during standard DOJ working hours (9:00 AM to 5:00 PM, Monday to Friday, for a total of 37.5 hours per week excluding statutory and government holidays).

The Contractor's resources may be requested, and must be available, to work outside of standard JUS working hours, including nights and weekends during the migration testing and migration production phases.

ANNEX B : Basis of Payment**B1 Basis of Payment - Professional Services**

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out below, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$ 99,900.00.

B2 Professional FeesPrimary Resources

One *Primary IM Architect* and one *Primary Technical Architect* are required during the initial contract period and, should Canada extend the contract period, during subsequent contract option periods. For these primary resources the firm all-inclusive per diem rates indicated below will apply.

Secondary Resources

One additional resource for each category, a *Secondary IM Architect* and a *Secondary Technical Architect*, of the same TBIPS streams, categories and experience level as the corresponding primary resources, may be required on an as-and-when-requested basis at any time throughout the duration of the contract.

If Canada requests either or both of these secondary resources, the firm all-inclusive per diem rates indicated for the corresponding primary resource of the same category and level, as indicated below, will apply.

B2.1 Initial Contract Period (from Contract award to March 31, 2017)

During the Initial Contract Period the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate	Estimated Level of Effort	Estimated Totals* (C = A x B)
Stream 3: IM/IT Services I.5. IM Architect Level 3	Primary IM Architect :	Josh Turner			\$ 90,000
	Secondary IM Architect : (if requested insert name at Contract amendment)			Unknown	Unknown
Stream 3: IM/IT Services I.10. Technical Architect Level 3	Primary Technical Architect:				\$ 9,900
	Secondary Technical Architect (if requested insert name at Contract amendment)			Unknown	Unknown

s.19(1)

s.20(1)(c)

B2.2 Option Period 1: (from April 1, 2017 to March 31, 2018)

During Option Period 1 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate	Estimated Level of Effort	Estimated Totals* (C = A x B)
Stream 3: IM/IT Services I.5. IM Architect Level 3	Primary IM Architect :	Josh Turner			\$ 198,000
	Secondary IM Architect : (if requested insert name at Contract amendment)			Unknown	Unknown
Stream 3: IM/IT Services I.10. Technical Architect Level 3	Primary Technical Architect:				\$ 18,000
	Secondary Technical Architect (if requested insert name at Contract amendment)			Unknown	Unknown

B2.3 Option Period 2: (from April 1, 2018 to March 31, 2019)

s.19(1)

s.20(1)(c)

During Option Period 2 the following firm all-inclusive per diem rates apply:

TBIPS Stream, Category and Experience Level	Resources		Firm All Inclusive Per diem Rate	Estimated Level of Effort	Estimated Totals* (C = A x B)
Stream 3: IM/IT Services I.5. IM Architect Level 3	Primary IM Architect :	Josh Turner			\$ 200,200
	Secondary IM Architect : (if requested insert name at Contract amendment)			Unknown	Unknown
Stream 3: IM/IT Services I.10. Technical Architect Level 3	Primary Technical Architect:				\$ 18,200
	Secondary Technical Architect (if requested insert name at Contract amendment)			Unknown	Unknown

* In Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

B2.4 Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked and payment will be calculated in accordance with the following formula:

$$\text{Payment} = \frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours/day}}$$

All personnel (Contractor's resources) must be available to work outside normal JUS office hours (from Monday to Friday from 8:00 AM to 4:00 PM) during the duration of the Contract.

No overtime charges will be authorized under the Contract. All time worked will be compensated according to formula above.

ANNEX C : Security Requirements Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat RFP # 10000 21515
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A CONTRACT INFORMATION / PARTIE A INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Justice Canada	2. Branch or Directorate / Direction générale ou Direction Information Solutions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail To get an analysis of data from across multiple data repositories in the Department of Justice Canada, the objective of this contract is to purchase through the "BCIP Additional Sales Program" a data migration tool as well as obtain basic support/training from the company that created the tool on how to use it to our advantage. This will allow justice to perform the required tests on a subset of its data repositories and provide a report of the electronic files that already exist in electronic format. The tool will identify duplicate documents, and facilitate the cleanup of electronic data within the department and assist in the migration of documents to the DVE. Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>	
Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>
CONFIDENTIAL <input type="checkbox"/>	NATO CONFIDENTIAL / NATO SECRET <input type="checkbox"/>
	SECRET <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TAS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat RFP # 1000021515
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité Protégé "B"	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:	
PART B PERSONNEL (SUPPLIER) / PARTIE B PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input checked="" type="checkbox"/> SECRET SECRET
	<input type="checkbox"/> NATO SECRET NATO SECRET
	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux:	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C SAFEGUARDS (SUPPLIER) / PARTIE C MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/MCT 350-103/2204/12

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

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PART C (continued) (PARTIE C (suite))

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉE			CLASSIFIED CLASSIFIÉE			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO COM SÉCRÉT	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉE			TOP SECRET TRÈS SECRET
											A	B	C	
Information Assets Renseignements et biens			✓											
Production														
IT Project / Système IT														
IT Link / Lien informatique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Was the documentation attached to this SRCL PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

YSS/SCF 350-102(2004-12)

Security Classification / Classification de sécurité

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat RFP# 10000 81515
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Robert Séguin		Title - Titre Project Manager	
Signature 		Date January 26, 2016	
Telephone No. - N° de téléphone 613 760 2929	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel robert.seguin@justice.gc.ca	Date
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Françoise Beaudoin		Title - Titre Deputy DSO	
Signature 		Date Oct 5, 2016	
Telephone No. - N° de téléphone		Facsimile No. - N° de télécopieur	
E-mail address - Adresse courriel		Date	
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non		<input type="checkbox"/> Yes / Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) TRAIRIX COCONUT		Title - Titre Senior Analyst and Contracting Officer	
Signature 		Date Oct 5, 2016	
Telephone No. - N° de téléphone 613-946-4757	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel gnorou.coconut@justice.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature		Date	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

ANNEX D : RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice Canada
Ministère de la Justice Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

**Protégé B
Protected B**

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

JUS 778e-4 (2012/12)

Canada



Department of Justice Ministère de la Justice
Canada Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B
Protected B

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque 0000000
Pay to the order of Payer à l'ordre de		\$
"Void" «Nul»		Dollars
Signature		
"000"	"00000"000	000000"0

Transit No. Bank No. Account No.
N° de la succursale N° de l'institution financière N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with **original signature(s)** to the following address:

Chief, Accounting Services
Room 1263, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: **"To be opened by addressee only".**



Department of Justice / Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
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Protégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliancy must be confirmed by your financial institution and you may be charged EDI service fees.
 - ➔ Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

- ☐ New request ➔ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➔ ☐ to banking information (provide a new blank cheque)
➔ ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)
- ☐ Cancel electronic payment and revert to chèques

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City		Telephone	Fax
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)
3 Account Number		
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.		
5 Financial Institution Name, Address and Telephone Number		7 Financial Institution Stamp
6 Signature of Financial Institution Representative		

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

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Date

Canada



From - De
PORDONICK, KAYLA
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-9012
FAX:

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19410	Requestion No. - Demande Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série 19410 16 2237	Page 1 of 1
Classed (1) and (2) below will form part of this: Les classes 1 et 2 ci-dessous font partie du document de:	Destination FINANCIAL MANAGEMENT SERVICE DEPARTMENT OF JUSTICE CANADA ATT: E LAMBERT (613 941-9429) 1114-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA	Consignee at destination unless specified herein. Destinataire au point de destination sauf indication ci-dessus.	Inspection Agency - Chargé de l'inspection
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification	Direct inquiries to: Adresser toutes demandes de renseignements à: PORDONICK, KAYLA 613-946-9012		
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and service taxes. The Goods and Services Tax (GST) is included in unit prices. GST is only as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.	All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement 1941062237	Invoices - (Original) and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à: FINANCIAL MANAGEMENT SERVICE DEPARTMENT OF JUSTICE CANADA ATT: E LAMBERT (613 941-9429) 1114-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA	
Amendment No. - No. de la modification	Previous Value - Valeur précédente		
Inc./Desc. - Aug./Dim.	Revised Value - Montant révisé		

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "ministère" désigne le Ministre de Justice Canada et toute autre personne déléguée pour le remplacer.
2. The terms and Conditions set out in BSC Supply Arrangement Serial No. E602N-15TSSB/0592N between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602N-15TSSB/0592N sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - A Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fast Nat Limit Taux/Vat. limbe	GST % %TPS	GST Total Total TPS	Total
00010	Performance Management Consultants Implementation of the New Treasury Board Secretariat (TBS) Policy on Results Financial Codes Codage financier 0130-20000-15--3750 -4050 Amount Montant 19,900.00 The currency of this P.O. is - La devise de ce bon est : CAD	2016.12.23	2017.02.08	19410		s.19(1) s.20(1)(c)	13%	2,587.00	22,487.00
Solicitation notice - L'invitation à soumissionner prend fin le At: A 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheet at the price(s) set out therein. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions énoncées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les ordres et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme une offre de vente.				State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.			
On - Le		Name and address of Vendor - Nom et adresse du fournisseur GOSS GILROY INC. MANAGEMENT CONSULTING 900-150 METCALPE ST OTTAWA ON K2P 1P1 CANADA Phone: 613-230-5577				F.O.B. Point - Point F.O.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles. 100 000 2237 013 19410 Signature Date Total Estimated Cost Coût global estimé \$ 22,487.00 For the Minister - Révisé au Ministère Date ALAN D. 2.2.2017			
Vendor No. - No. du Fournisseur 107204 JUS 2237-11 (01/2004)		Fax No. - No. de Télécopie 613-235-9592		Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions énoncées dans les présentes.		You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.		Return the signed copy forthwith. Prévoir de retourner immédiatement une copie dûment signée.	
				The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et en fait l'acceptation.					



Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually."

1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract:

-  s.19(1)
- 
- 

2.3 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

3. Security Requirement

There is no security requirement applicable to this Contract.

4. Period of the Contract

The period of the Contract is from date of Contract to February 8, 2017 inclusive.

4.1 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:
Kayla Pordonick
Senior Contracting Officer
Department of Justice Canada
284 Wellington Street, Ottawa ON, K1A 0H8
Telephone: 613-301-9709
Email: Kayla.Pordonick@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:
Antoinette Rassi



Senior Team Leader, Corporate Services Branch
Department of Justice Canada
284 Wellington Street, Ottawa ON, K1A 0H8
Telephone: 613-790-6851
Email: Antoinette.Rassi@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Telephone: [REDACTED] s.19(1)
Email: [REDACTED] s.20(1)(c)

6. Payment

6.1 Basis of Payment – Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Per Diem Rates Per Resource below, to a limitation of expenditure of \$19,900.00. Customs duties are included and Applicable Taxes are extra.

6.1.1 Per Diem Rates Per Resource

Resource: [REDACTED]
Per Diem Rate: [REDACTED]

Resource: [REDACTED]
Per Diem Rate: [REDACTED]

6.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.3 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$17,600.00. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.4 Method of Payment – Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all such documents have been verified by Canada;



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1941062237
Goss Gilroy Inc.

c) the Work delivered has been accepted by Canada.

6.5 Payment by Direct Deposit

Payments by direct deposit will be subject to section 16, Payment Period and section 17, Interest on Overdue Accounts, set out in 2035, General Conditions - Higher Complexity - Services (dated nearest to, but not later than the validity date of the Contract) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex B. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under section 16, Payment Period and section 17, Interest on Overdue Accounts, set out in 2035, General Conditions - Higher Complexity - Services (dated nearest to, but not later than the validity date of the Contract) forming part of this Contract will not apply, until the Contractor corrects the matter.

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the following address for certification and payment.

Elizabeth Lambert

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-218-0794

Email: Elizabeth.Lambert@justice.gc.ca

8. Certifications

8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

10. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Recipient Electronic Payment Registration Request Form;
- (e) Supply Arrangement Number E60ZN-15TSSB/059/ZN (the "Supply Arrangement"); and
- (f) the Contractor's proposal.

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.



ANNEX A – STATEMENT OF WORK

1 TITLE

Performance Management Consultants – Implementation of the New Treasury Board Secretariat (TBS) Policy on Results

2 OBJECTIVE

Retain the services of a Contractor to develop performance measurement materials for presentation, including:

- a) A Performance Measurement Guide, learning tool or package; and
- b) A presentation deck for a «Kick Off» Meeting with Sectors/Portfolios to validate deliverables and seek their input.

3 BACKGROUND STATEMENT

The Policy on Results took effect on July 1, 2016 and sets out the fundamental requirements for Canadian federal departmental accountability for performance information and evaluation, while highlighting the importance of results in management and expenditure decision making, as well as public reporting.

It replaces the following Treasury Board policies:

- Policy on Reporting of Federal Institutions and Corporate Interests to Treasury Board of Canada Secretariat (2007)
- Policy on Evaluation (2009)
- Policy on Management, Resources and Results Structures (2010)

Departments have until November 1, 2017 to implement subsections 4.2, 4.3.1 and 4.3.2, and 4.3.5 to 4.3.8 of this policy as they relate to Departmental Results Frameworks, Program Inventories and Performance Information Profiles.

Until November 1, 2017, or such time as the Treasury Board Secretariat agrees to their replacement by approved Departmental Results Frameworks, Program Inventories, and Performance Information Profiles, departments must continue to implement, maintain and use the Program Alignment Architectures, Performance Measurement Frameworks and Performance Measurement Strategies required under the policy instruments being replaced.

Departments also have until November 1, 2017, to implement the requirement to provide Performance Information Profile data in Treasury Board submissions as contained in section 4.3.10 of this policy.

Departments have until April 1, 2017, to meet the requirements in subsections 4.3.15 (except for 4.3.15.1) and 4.3.16 of this policy. Until April 1, 2017, departments must continue to use the tools for departmental evaluation planning required under the policy instruments being replaced.

4 TERMINOLOGY

- "JUS" refers to the Department of Justice Canada
- "NCR" refers to the National Capital Region
- "TBS" refers to the Treasury Board Secretariat

5 REFERENCE DOCUMENTS

The applicable reference documents will be provided to the Contractor as required.

6 REQUIREMENT DESCRIPTION

6.1 Scope

The Contractor will develop:

- a) A Performance Measurement Guide, learning tool or package; and
- b) A presentation deck for a «Kick Off» Meeting with Sectors/Portfolios to validate deliverables and seek their input.

6.2 Tasks/Detailed Services

The required services may include, but are not limited to the following:

- Compiling, analyzing and/or interpreting performance information (Policy on Results Policy, Directive on Results, Mandatory Procedures for ORF, PI and PIP) and preparing performance guide that will help program managers develop Performance Information Profiles; and
- Developing a presentation deck for the «Kick Off» meeting with Sectors/Portfolios to validate deliverables and seek their input. The presentation will also guide the program managers on how to use the Performance Guide.



6.3 Deliverables

The Contractor must produce performance measurement materials for presentation, as follows:

- a) A draft copy of the learning guide or tool
Deliverable Due Date: to the Project Authority by close of business on or before January 16, 2017.
- b) A finalized tool or learning guide, incorporating any feedback from the Project Authority
Deliverable Due Date: to the Project Authority by close of business on or before January 31, 2017.
- c) A draft presentation deck
Deliverable Due Date: to the Project Authority by close of business on or before February 6, 2017.
- d) A finalized presentation deck, incorporating any feedback from the Project Authority
Deliverable Due Date: to the Project Authority, prior to a meeting scheduled with the «Kick Off» Meeting with Sectors/Portfolios to validate deliverables and seek their input, on February 8, 2017.
- e) Attend the «Kick Off» Meeting with Sectors/Portfolios, located at JUS Headquarters in Ottawa, to validate deliverables and seek their input.
Deliverable Due Date: February 8, 2017.

6.4 Acceptance Criteria

All written material must be provided in hard and/or electronic copy as requested by the Project Authority and prepared in accordance with the instructions provided by Project Authority. Unless otherwise specified, a soft copy must be provided in the current version of JUS's approved desktop software (currently PC-based Microsoft Office).

7. Travel

No travel is associated with this requirement.

8. Language Requirements

All deliverables must be provided in either official language, as instructed by the Project Authority.

9. Location of Service Delivery

The Contractor's work will take place primarily at the Contractor's premises. Some meetings will be conducted in person at JUS's Headquarters in Ottawa. The Contractor is responsible for their own cost of travel between the Contractor's place of business and JUS Headquarters.



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1941062237
Goss Gilroy Inc.

ANNEX B - RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice
Canada

Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Guideline on Completing the Recipient Electronic Payment Registration Form

Marche à suivre pour remplir le formulaire de demande d'adhésion du bénéficiaire au paiement électronique

Recipient information

Renseignements sur le bénéficiaire

The following information is required to process the registration
form :

Les renseignements suivants doivent être fournis pour que le
formulaire d'inscription soit traité :

Individual recipient: full name and remittance address.

Personne bénéficiaire : nom complet et adresse pour l'avis
de paiement.

Organizational recipient: legal name of the company and
remittance address (as shown on invoice).

Organisation bénéficiaire : dénomination sociale de
l'organisation et adresse pour l'avis de paiement (tel
qu'indiquées sur la facture).

Banking information - Renseignements bancaire

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Example / Exemple		Cheque No. N° de chèque 0000000	
Pay to the order of Payez à l'ordre de		<i>"Void"</i>		\$	
		<i>"Null"</i>		Dollars	
		Signature			
⑈ 9 9 9 ⑈		⑈ 9 9 9 9 9 ⑈ 9 9 9 ⑈		9 9 9 ⑈ 9 9 9 ⑈ 9 ⑈	
1		2		3	

- | | |
|--|--|
| 1. Cheque number - not required. | 3. Numéro du chèque - non requis. |
| 2. Branch number - 5 digits. | 2. Numéro de la succursale - 5 chiffres. |
| 3. Institution number - 3 digits. | 3. Numéro de l'institution - 3 chiffres. |
| 4. Account number - as shown on your cheque. | 4. Numéro de compte - tel qu'indiqué sur votre chèque. |

Consent

Consentement

This section must be completed, signed and dated by the
appropriate recipient in order for the request to be authorized or
electronic payments to be modified.

Cette section doit être remplie, signée et datée par le
bénéficiaire visé pour que la demande d'adhésion ou de
modification des paiements électroniques soit acceptée.

Sending the form to the Department of Justice

Envoi de votre demande au ministère de la Justice Canada

Send the duly completed form to MDV_DPF@justice.gc.ca
or by mail to:

Envoyer le formulaire dûment complété à
MDV_DPF@justice.gc.ca ou par courrier à :

For Goods and Services Suppliers

Pour les fournisseurs de biens et services

Master Data Vendor Officer
Accounting Operations
Department of Justice Canada
284 Wellington Street, EMB-1347
Ottawa, Ontario
K1A 0H8

Agent des données principales fournisseurs
Opérations comptables
Ministère de la Justice Canada
284 rue Wellington, ECE-1347
Ottawa (Ontario)
K1A 0H8

For Grants and Contributions

Pour les subventions et les contributions

Manager, Grants and Contributions Financial Services
Department of Justice Canada
284 Wellington Street, EMB-6248
Ottawa, Ontario
K1A 0H8

Gestionnaire, services financiers de
Subventions et contributions
Ministère de la Justice Canada
284 rue Wellington, ECE-6248
Ottawa (Ontario)
K1A 0H8

Department of Justice
CanadaMinistère de la Justice
CanadaContract # 1941062237
Goss Gilroy Inc.Department of Justice
CanadaMinistère de la Justice
CanadaRECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUESTDEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUEProtégé B
Protected B**PRIVACY NOTICE - AVIS CONCERNANT LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

Your personal information is requested and compiled by the Department of Justice Canada for the purpose of issuing electronic payments. This information will be protected under the provisions of the Privacy Act.

Vos renseignements personnels sont demandés et compilés par le ministère de la Justice Canada afin de permettre que le paiement électronique soit effectué. Ces renseignements seront protégés en vertu des dispositions de la Loi sur la protection des renseignements personnels.

IMPORTANT: Must be a Canadian recipient holding a bank account in Canadian dollars.**IMPORTANT:** Le bénéficiaire doit être citoyen canadien et détenir un compte bancaire en devises canadiennes.**TYPE OF REQUEST - TYPE DE DEMANDE**

- ☐ New
Nouveau → ☐ Direct Deposit (DD)
Dépôt direct (DD) ☐ Electronic Data Interchange (EDI)
Échange de données informatisées (EDI)
- ☐ Amendment
Modification → ☐ Banking information (provide a new void cheque)
des renseignements bancaires (fournir un nouveau chèque portant la mention "annulé")
- ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI)
du dépôt direct (DD) à l'échange de données informatisées (EDI)
- ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)
de l'échange de données informatisées (EDI) au dépôt direct (DD)

RECIPIENT INFORMATION - INFORMATION DU BÉNÉFICIAIRE

Name of organization/individual/public servant (Name and PRI) - Nom de l'organisation/Personne/fonctionnaire (Nom et CIDP)

Address - Adresse

City - Ville

Province

Postal code - Code postal

BANKING INFORMATION - RENSEIGNEMENTS BANCAIRES

Please attach a void cheque. If you do not attach a void cheque, complete the fields below with your banking information. Veuillez joindre un chèque portant la mention "annulé". Si vous ne joignez pas un chèque portant la mention "annulé", veuillez remplir les champs concernant vos renseignements bancaires qui figurent ci-dessous.

Financial Institution No.
N° de l'institution financièreBranch No.
N° de la succursaleAccount No.
N° de compte

Financial Institute Address - Adresse de l'institution financière

City - Ville

Province

Postal code - Code postal

PAYMENT CONTACT - PERSONNE-RESSOURCE POUR LE PAIEMENT

Name - Nom

Telephone - Téléphone

Email Address - Courriel

PRIVACY CONSENT - CONSENTEMENT

Authorization: I, as the organization/recipient entitled to receive payments, authorize the Receiver General for Canada to deposit the payments electronically into the account specified above until further notice. I acknowledge that all the banking information provided will be entered in the Departmental Financial System. I have read and understand this form.

Autorisation: À titre de bénéficiaire des paiements, j'autorise le Receveur général du Canada à déposer les paiements électroniquement dans le compte susmentionné, et ce, jusqu'à nouvel ordre. Je reconnais que les renseignements bancaires fournis seront consignés dans le système financier ministériel. J'ai lu et je comprends le présent formulaire.

Name of Authorized Official - Nom de l'officier autorisé

Title or Authority - Titre ou pouvoir

Signature of Authorized Official - Signature du responsable

Date

FOR DEPARTMENT OF JUSTICE CANADA ONLY / RÉSERVÉ À L'USAGE EXCLUSIF DE JUSTICE CANADA

PROCESSED BY TRAITÉ PAR	→ Name - Nom	Signature	Date
VERIFIED BY VÉRIFIÉ PAR	→ Name - Nom	Signature	Date
SECTION 33 APPROVAL APPROBATIONS 33	→ Name - Nom	Signature	Date

Company code - Code de société:

Purchase organization - Organisation d'achats:



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
204 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of it.
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19364

Order - Demande
Ord. - Sur. deman. Yr. - An. Ser. No. - N° de série
19364 16 6187

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Destination
NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection
Consignee at destination or order specified herein
Destinatee to the point of destination as indicated below
Direct inquiries to:
Addresser toutes demandes de renseignements à:
COCONETU, TRAIAN
613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra and applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packing and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

1936468187

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Original et deux copies à envoyer à:

NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix sont en monnaie canadienne, les droits de douane, les taxes et les taxes d'accise sont compris. Les taxes sur les produits et services (TPS) sont en plus et s'appliquent aux prix unitaires. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'arrangement en matière d'approvisionnement.

Amendment No. - N° de modification

Previous Value - Valeur précédente

Inc./Dec. - Aug./Dim.

Revised Value - Valeur révisée

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer.
- The terms and conditions set out in ESC Supply Arrangement Serial No. E60ZN-15TSPS/039/ZN between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.
Les conditions figurant dans l'arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représenté par le Ministre des Travaux Publics et des Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/039/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Mt. Unit Taux / Mt. Unit	GST %TPS	GST Total Total TPS	Total
	The following clauses and conditions apply to and form part of this contract: I) All clauses and conditions from the TSPS - Solutions Based Supply Arrangement Number E60ZN-15TSPS/039/ZN. II) The following clauses and conditions from the bid solicitation RFP 1000018187 entitled "TSPS requirement for one (1) Project Manager Level 2 and two (2) Project Leaders Level 2":		s.19(1)						

Solicitation clause - L'invitation à soumissionner prend en le
At - A
00 00 00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.
Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens et services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

State point of manufacture/origin of goods or where service is to be performed, including the location of fabrication or disposition of the goods, or where the services are to be rendered.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens et services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B. - Destination

Name and address of Vendor - Nom et adresse du fournisseur

ALTIS HR
300-102 BANK ST
OTTAWA ON K1P 5N4
CANADA
Phone: 613-230-5393

Name and title of person authorized to sign on behalf of Vendor (type or print)
(Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules))

[Redacted signature area]

Telephone No. - N° de téléphone

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques, des fonds sont disponibles.

PR #1000018187 - Signed by [Signature] Date [Date]

Estimate of Cost
N° d'estimation des coûts

\$499,612.95

Vendor No. - N° du Fournisseur

123940

Fax No. - N° de télécopie

613-230-1623

JUS-9200-11 (07/2006)

☒ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions stipulées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est indiqué dans les présentes.

☒ Return the signed copy forthwith.
Prêtez de retourner immédiatement une copie dûment signée.

The Vendor has

Le fournisseur reconnaît avoir lu et compris les conditions d'achat et les modalités de livraison.

I acknowledge this contract.

[Signature]



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M-D-J	To - À Y-M-D-J	Contract Code Code contrat	No of Days N° de jours	Fees /Frais Taux/Val. \$/mlr	GST % STPS	GST Total Total TPS	Total
1.	<p>Statement of Work</p> <p>The Contractor must perform the Work in accordance with the Statement of Work at Annex A.</p> <p>The Contractor grants to Canada the irrevocable option to acquire the services described at Annex A of the Contract under the same conditions and at the rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.</p> <p>The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.</p> <p>2. Standard Clauses and Conditions</p> <p>All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.</p> <p>2.1 General Conditions</p> <p>2035 (2015-07-03) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.</p> <p>2.2 Supplemental General Conditions</p> <p>4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.</p> <p>2.3 Inspection and Acceptance</p> <p>The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.</p> <p>3. Security Requirements</p> <p>3.1 The following security requirements (SRCL and related</p>								

JUS 9200-11 (07/2006)

Requestion No - Demande
Ord. Off. - But. deman. Yr. - An Ser. No - N° de série
19364 16 8187

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total		
	<p>clauses) apply and form part of the Contract.</p> <p>SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#19</p> <p>1. The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>2. The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET as required, granted or approved by CISD/PWGSC.</p> <p>3. The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.</p> <p>4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.</p> <p>5. The Contractor/Officer must comply with the provisions of the:</p> <p>a. Security Requirements Check List and security guide , attached at Annex C;</p> <p>b. Industrial Security Manual (Latest Edition).</p> <p>4. Term of Contract</p> <p>4.1 Period of the Contract</p> <p>The period of the Contract is from April 1, 2016 to March 31, 2017 inclusive.</p> <p>4.2 Option to Extend the Contract</p> <p>The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.</p> <p>Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.</p>										
JUS 9200-11 (07/2006)				Requestion No - Demande			Page		3	of de	8
				Ord Off - Bur. deman		Yr. - An		Ser. No - N° de série			
				19364		16		8187			



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux / Val. limite	GST % % TPS	GST Total Total TPS	Total
	<p>4.3 Termination on Thirty Days Notice</p> <p>4.3.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.</p> <p>4.3.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.</p> <p>5. Authorities</p> <p>5.1 Contracting Authority</p> <p>The Contracting Authority for the Contract is:</p> <p>Name: Traian Coconetu Title: Senior Contracting and Materiel Officer Organization: Department of Justice Canada, Contracting and Materiel Management Division Address: 284 Wellington Street, EMB 1251, Ottawa, ON K1A 0H8 Telephone: 613-946-4757 E-mail address: Traian.Coconetu@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Technical Authority</p> <p>The Technical Authority for the Contract is:</p> <p>Name: Kaylie Chow Title: Senior Officer Planning and Project Coordination Organization: Department of Justice Canada, Corporate Services Branch Address: 275 Sparks Street, Room 9039, Ottawa, Ontario, K1A 0H8 Telephone: (613) 907-3691 E-mail: Kaylie.Chow@justice.gc.ca</p> <p>The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical</p>								
<p>Requêtes / Demande</p> <p>Ord. OS - Sur. deman. 19364 Yr. - An. 16 Ser. No. - N° de série 8187</p>								Page 4 of 8	

JUS 9250-11 (3/7/2006)



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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Commodity Code Code de désignation	No. of Days n° de jours	Fees / Frais Taux / Val. unité	GST % TVA	GST Total Total TPS	Total
	<p>matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>Name: [REDACTED] Organization: Altis Human Resources (Ottawa) Inc. Address: 102 Bank Street, Suite 302, Ottawa, K1P 5N4 Telephone: [REDACTED] E-mail: [REDACTED]</p> <p>6. Proactive Disclosure of Contracts with Former Public Servants</p> <p>By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.</p> <p>7. Payment</p> <p>7.1 Basis of Payment - Firm Daily Rates - Services</p> <p>The Contractor will be paid firm daily rates as specified in Annex E: Basis of Payment for work performed in accordance with the Contract. Customer duties are included and Applicable Taxes are extra.</p> <p>7.2 Canada's Total Liability</p> <p>Limitation of Expenditure</p> <p>7.2.1 Canada's total liability to the Contractor under the Contract for travel and living expenses must not exceed \$ 442,135.35. Customs duties are included and Applicable Taxes are extra.</p> <p>7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:</p>	s.19(1)							
JUS 2700-11 (07/2006)				Requestion No. - Demande			Page	5	of 8
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M-D-J	To - À Y-M-D-J	Commodity Code Code désignatoire	No of Days N° de jours	Fixed / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>(a) when it is 75 percent committed, or</p> <p>(b) four (4) months before the Contract expiry date, or</p> <p>(c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</p> <p>7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.</p> <p>7.3 Method of Payment</p> <p>7.3.1 Method of Payment - Monthly Payment</p> <p>The following method of payment will form part of the contract:</p> <p>Monthly Payments</p> <p>Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:</p> <p>(a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</p> <p>(b) all such documents have been verified by Canada;</p> <p>(c) the Work performed has been accepted by Canada.</p> <p>7.3.2 Payment by Direct Deposit</p> <p>Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2015-07-03) forming part of this Contract.</p> <p>To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at http://www.justice.gc.ca/eng/contact/enrol-inscri.html.</p>								

JUS 5203-11 (07/2008)

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Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /At. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	<p>It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services {} forming part of this Contract will not apply, until the Contractor corrects the matter.</p> <p>7.4 SACC Manual Clauses</p> <p>A9117C (2007-11-30), T1204 - Direct Request by Customer Department C0305C (2006-05-12), Cost Submission</p> <p>7.5 Discretionary Audit</p> <p>C0705C (2010-01-11), Discretionary Audit</p> <p>8. Invoicing Instructions</p> <p>i. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.</p> <p>ii. Invoices must be distributed as follows:</p> <p>The original and one (1) copy must be forwarded to the following e-mail address for certification and payment.</p> <p>Admin.Services-1SB@justice.gc.ca</p> <p>9. Certifications</p> <p>9.1 Compliance</p> <p>The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.</p> <p>10. Applicable Laws</p>								

JUS 9200-11 (07/2005)

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Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignes Code Code consignataire	No. of Days N° de jours	Fees /Vat' Limit Taux/Vat. limite	GST % %TPS	GST Total Total TPS	Total
	<p>The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.</p> <p>11. Priority of Documents</p> <p>If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement; (b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information; (c) the general conditions 2035 (2015-07-03) General Conditions - Higher Complexity - Services; (d) Annex A - Statement of Work; (e) Annex B - Basis of Payment; (f) Annex C - Security Requirements Check List; (g) Annex D - Recipient Electronic Payment Registration Request Form; (h) the Contractor's bid dated February 24, 2016.</p> <p>12. Applicable Documents (See attached)</p> <p>The following documents from the bid solicitation RFP 1000016157 entitled "TPSP requirement for one (1) Project Manager Level 2 and two (2) Project Leaders Level 2" apply to and form part of this contract:</p> <p>Annex A - Statement of Work; Annex B - Basis of Payment; Annex C - Security Requirements Check List; Annex D - Recipient Electronic Payment Registration Request</p>								
00010	PN, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	19,085.63	165,899.13
00020	PL, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	19,458.56	169,139.81
00030	PL, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	18,933.41	164,575.01
	<p>Financial Codes Codage financier 0130-19092-15-502229-3706 -4150 Amount Montant 442,135.35</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>								

s.19(1)
s.20(1)(c)

JUS 9720-11 (07/2004)

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ANNEX A – STATEMENT OF WORK

ANNEX "A" STATEMENT OF WORK

1. Title:

TSPS requirement for one (1) Project Manager Level 2 and two (2) Project Leaders Level 2

2. Objective:

The objective is to retain professional services from one Supplier for the Project Management Office of the Corporate Services Branch (CSB) of the Department of Justice. The Contractor's resources are to support the project delivery for CSB projects and initiatives as required on an as and when requested basis for up to 52 weeks during the 2016-17 fiscal year.

3. Background

The CSB has a broad mandate that includes but is not limited to the following Divisions:

- National Accommodations Division;
- Safety, Security and Emergency Management Division; and
- Sector Business Centre.

4. Scope of Work

CSB implements projects primarily related to accommodations / facility management and Departmental security and emergency management. In addition, other short term initiatives may arise from time to time.

Services required - PROJECT MANAGER

The required services may include, but are not limited to the following project related activities:

- Develop, plan, analyze, evaluate and prioritize deliverables and requirements;
- Prepare formal work breakdown structures, risk registers, dashboards and compliance charts to track project progress;
- Plan, coordinate, implement and report on project management activities including financial, planning and scheduling aspects;
- Prepare strategic and change management plans in support of Branch priorities, and monitor progress;
- Produce draft plans and sections for incorporation into Project Implementation Plans;
- Provide project management services on Accommodations/ facilities management and / or security program issues related to assigned projects;
- Provide support to related Committees as required;
- Prepare draft project charters, risk management plans, registers, and other required documentation in support of the Departmental Committees;
- Provide project management services and documentation for the approval of projects using the Government of Canada's Project Management Framework;
- Prepare and maintain logs of directions and decision for each project;
- Coordinate and prepare documentation in response to scheduled and ad hoc reports, including revisions, and observations to update management on project progress;
- Prepare plans, charts, tables and diagrams to assist in analyzing or displaying problems;
- Meet with stakeholders and other project stakeholders and state problems in a resolvable format;
- Participate in ongoing collaboration with Departmental and Branch facilities and security leads and key staff to ensure alignment with the Department's direction;
- Contribute to the organization's strategic and business planning initiatives (e.g., identify strategic goals and objectives and implement initiatives to achieve them, Policy Development, Standards Development and Program Review);
- Monitor the design, implementation and operations of the project against established goals, objectives and milestones and reporting progress of the project on an ongoing basis and at scheduled points in the life cycle; and
- Conduct post project reviews/lessons learned.

Services required -PROJECT LEADER

The required services may include, but are not limited to the following project related activities:

- Meet with organizational executives to ensure all organizational (internal and external) stakeholders are committed to moving forward on the project (e.g. opportunity evaluation);
- Assess the organization's capacity/capability to undertake and successfully deliver a project in the context of the overall program or portfolio program or portfolio priorities through strategic planning;
- Formulate problem statements; establish procedures for the development and implementation of significant, new or modified project, program or portfolio elements to solve problems, and obtain approval thereof;
- Make recommendations and provide advice for improvements and assist in developing solutions and implementing recommendations (e.g. policy development and standards development);
- Assist in the prioritization and assignment of projects within the program/portfolio;
- Lead and support the development of an internal Project Management Office within the Branch;
- Develop Project Management processes and structures;
- Provide Project Management training to staff within the Branch;
- Inform Senior Management concerning a range of issues affecting the organization's ability to achieve the project's business objectives;
- Oversee the development of required Project Business Cases (e.g. business planning and program review);
- Manage the implementation of a project/program/portfolio to identify, analyze, plan, track and control progress on a continuous basis;
- Manage Project Manager(s), each responsible for an element of the project/program/portfolio and its associated team (e.g. project and financial management);
- Manage Program changes in accordance with the change management process;
- Prepare and present findings, status and other relevant matters (e.g. briefing notes, dashboards, PowerPoint presentations, business cases); and
- Motivate the team members to ensure commitment to the program's objectives.

5. Deliverables

Project Manager Deliverables include but are not limited to:

- Recommendations for revisions to existing plans or supporting the development of new plans, which may be departmental or sectoral in scope;
- Budget estimates, plans, schedules and dashboards including executive summaries and other critical metrics;
- Project Plans and Schedules, including Master Schedules of all projects and resources and project management plans identifying deliverables, key milestones and target dates;
- Charts, tables and diagrams to assist in analyzing or displaying problems / solutions / recommendations;
- Evaluation plans, criteria and evaluation schedules;
- Project support documentation, including reports, presentations, summaries, etc.;
- Strategies for Internal / External Stakeholder Consultation;
- Formal work breakdown structures and compliance charts;
- Project delivery policies and guidelines and best practices to enable the standardization and implementation of accommodation techniques and methods;
- Documentation and records of decisions from meetings with stakeholders and project managers;
- Reports, presentations and briefings on progress and concerns of project, including cost, schedule, issues and resolutions, on an ongoing basis and at scheduled points in the life cycle of the project;
- Communications products in support of overall project requirements and to ensure management staff is provided with timely and accurate project information and status updates;
- Support and secretariat services to Governance Committees and Working Groups (scheduling meetings, records of decision, completion of follow-up action items); and
- Project reviews, lessons learned and closeout documents.

Project Leader Deliverables include but are not limited to:

- Day-to-day strategic planning support, advice and guidance on all matters relating to Project Management for the Department's National Accommodation Program and / or the Safety, Security and Emergency Management Program;
- Identifiable project control, reporting and change management processes;
- Business Case(s) to support the Project Management Framework, financial reserve requests, ongoing program funding requirements, and Departmental requirements;
- Analysis of proposed accommodations projects and options to reduce space and achieve cost savings;
- Regular reports and briefings on progress and concerns of the project, including a dashboard showing executive summary, budget estimates, cost and schedule controls, tracking grids, dashboards and compliance charts;
- Presentation decks and briefing notes for senior management committees and meetings;
- Project update reports;
- Communications documents in support of overall project and program requirements;
- Change management, risk analysis and management for projects on an ongoing basis.

All deliverables will be required in English and in Microsoft Office Suite version 2013 or later.

6. Option to acquire additional resources

At the sole discretion of Canada, up to two (2) additional Project Managers Level 2 may be required during the Contract Initial period and/or Options period.

The two additional resources must meet or exceed all qualifications stated in PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION of the RFP

The Scope of work and deliverables for the two additional resources, fall into the same scope of work and deliverables as the initial Project Manager,

The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7. Official Languages

The Department of Justice is under obligation to respect the spirit and the letter of the *Official Languages Act*.

At least one proposed resource for Project Leader and at least one proposed resource for Project Manager must be able to communicate effectively in verbal communication and in writing in both official languages (English and French) as per the following tables:.

Oral Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful. Can tailor language to audience and discuss in depth highly abstract or unfamiliar topics. Able to speak with a great deal of fluency, grammatical accuracy, complex vocabulary and in an idiomatic fashion. Understands all forms and styles of speech and shows strong sensitivity to social and cultural references. May have some difficulty with some dialects and slang.

Reading Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to read fluently and accurately all styles and forms of the language in any subject as well as those pertinent to professional needs. Understands all sociolinguistic and cultural references. Can follow unpredictable turns of thought readily in editorial, conjectural, and literary texts, as well as in materials in own special field, including official documents and correspondence. Recognizes all professionally relevant vocabulary known to the educated non-professional native reader. Speed and accuracy is often nearly that of a well-educated native reader.

Written Proficiency:

Level	Proficiency	Definition
4	Advanced Professional Proficiency	Able to write the language precisely and accurately in a variety of prose pertinent to social issues and professional needs. Errors of grammar, syntax, punctuation and vocabulary are rare. Writing is consistently and explicitly organized with appropriate connectors and discourse devices (ellipsis, parallelisms, subordinates).

Reference: http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

8. Client Support

The Department of Justice Canada will provide each of the Contractor's proposed resources with on-site workspaces less than 4.5m², subject to security requirements, and only to the specified Resources, access to IT equipment, and network access as deemed necessary by the Department of Justice Canada for the sole purpose of executing the tasks associated with this contract. The resources will also be given access to all supporting project documentation required to carry out the assigned tasks.

9. Location and Hours of Work

CSB's offices are located at
275 Sparks St.
Ottawa, On, K1A 0H8

Unless otherwise stated, work will take place primarily on-site at CSB offices.

The offices are open Monday to Friday from 7:00 am to 5:00 pm, excluding statutory holidays in Ontario.

10. Travel

Travel and living expenses for work performed outside the National Capital Region (NCR) is not required for this requirement.

ANNEX B – BASIS OF PAYMENT

1) Payment

During the Contract period, for Work performed in accordance with the Contract, the Contractor will be paid as specified in the tables below.

If Canada will require additional resource(s) during the Contract period, the Contractor will be paid at the same daily rate specified in the tables below.

s.19(1)

A- Contract Initial Period (From April 1, 2016 to March 31, 2017)

s.20(1)(c)

A-1.0 Professional Fees, Initial Period

The Contractor will be paid all inclusive fixed daily rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1:		
3.3 - Project Leader -Level 2	Resource 2:		
	Resource 3:		

B Option Period 1: (From April 1, 2017 to March 31, 2018)

B-1.0 Professional Fees, Option Period 1

The Contractor will be paid all inclusive fixed daily rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1:		
3.3 - Project Leader -Level 2	Resource 2:		
	Resource 3:		

C Option Period 2: (From April 1, 2018 to March 31, 2019)

C-1.0 Professional Fees, Option Period 2

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1:		
3.3 - Project Leader -Level 2	Resource 2:		
	Resource 3:		

D Option Period 3: (From April 1, 2019 to March 31, 2020)

s.19(1)

D-1.0 Professional Fees, Option Period 3

s.20(1)(c)

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1:		
3.3 - Project Leader -Level 2	Resource 2:		
	Resource 3:		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

2) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

3) Total Estimated Cost of Professional Fees:

Total Estimated Cost of Professional Fees: \$ 442,135.35 (HST not included).

ANNEX C – SECURITY REQUIREMENTS CHECK LIST

 **Government of Canada**
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS GRCL#13
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Division Acquisitions Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Funding Office and Supply Arrangements			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to restricted military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial supplier or delivery requirement with no overnight storage? S'agit-il d'un contrat de livraison ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès:			
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	Specify country(ies) / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TDS/GCT 300-102(200-112)

Security Classification / Classification de sécurité

UNCLASSIFIED



Government of Canada /
Gouvernement du Canada

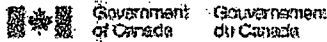
Contract Number / Numéro du contrat
Document PS 54-1149
Security Classification / Classification de sécurité
UNCLASSIFIED

<p>8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?</p> <p>If Yes, indicate the level of sensitivity. Si Oui, indiquer le niveau de sensibilité.</p> <p>Blank affirmative, indicate the level of sensitivity. Blank affirmative, indiquer le niveau de sensibilité.</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>9. Will the supplier require access to information sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>Short Title(s) et/ou(s) abrégé(s) du matériel: Document Number / Numéro du document:</p>															
<p>10. Personnel security screening requirements / Niveau de contrôle de la sécurité du personnel requis</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE</td> <td><input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input checked="" type="checkbox"/> SECRET SECRET</td> <td><input type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COMSEC TOP SECRET COMSEC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS</td> <td colspan="3"></td> </tr> </table> <p>Special comments: Commentaires spéciaux:</p>				<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET	<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COMSEC TOP SECRET COMSEC TRÈS SECRET	<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET												
<input type="checkbox"/> TOP SECRET - SIGHT TRÈS SECRET - SIGHT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COMSEC TOP SECRET COMSEC TRÈS SECRET												
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS															
<p>NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.</p>															
<p>10. b) May unscrupulous persons be used for purposes of this work? Les personnes sans scrupules pourraient-elles être utilisées pour des fins de ce travail?</p> <p>If Yes, will unscrupulous personnel be screened? Dans l'affirmative, le personnel en question sera-t-il contrôlé?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>10. c) Will the supplier be required to handle and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'emmagasiner sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>PRODUCTION</p>															
<p>11. c) Will the production, inspection, and/or repair and/or modification of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (édition) et/ou inspection et/ou modification de matériel PROTÉGÉ et/ou CLASSIFIÉ?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</p>															
<p>11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												
<p>11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?</p>		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui												

TS/SCCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Contract Number / Numéro du contrat:
Common PE SRCLP19
Security Classification / Classification de sécurité: UNCLASSIFIED

For users completing the form manually (see the summary chart below to indicate the category(ies) and level(s) of marking required at the bottom sheet(s) of pages).

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sécurité requis aux feuillets de la dernière page.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement inscrites dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED			CLASSIFIED			NATO				CONSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	GROUP 1 (Excluded from automatic downgrading and declassification)	PROTECTED	CONFIDENTIAL	SECRET	TOP SECRET
Information / Informations														
Documents / Documents														
Media / Média														
Other / Autres														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle protégée et/ou classifiée?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. a) Was the documentation attached to this SRCL PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS est-elle protégée et/ou classifiée?


☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

10105571 350-1036234/122

Security Classification / Classification de sécurité: UNCLASSIFIED
--

Canada

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Contract PG BRCL710
Security Classification / Classification de sécurité
Unclassified

PART 1 AUTHORIZATION / PARTIE 1 AUTORISATION			
13. Organization Project Authority / L'organisme de projet de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre	Signature	
Normalized Professional Services System, CPSS	Professional Services - Methods of Supply	Robert L. Lacombe	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
CCO-045-2009	000-200-0000	SSPC.CPSS@treasury-cpa.gc.ca	2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme		Signature	
Name (print) - Nom (en lettres imprimées)	Title - Titre	Signature	
Quinn, Annick	SG	Annick Quinn	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
810-998-7616	810-998-1440	annick.quinn@treasury-cpa.gc.ca	March 20, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres imprimées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractuelle en matière de sécurité			
Name (print) - Nom (en lettres imprimées)	Title - Titre	Signature	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			2-8-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@treasury-cpa.gc.ca
Tel: 813-943-1732 / Fax: 813-943-4171

TS/SC7 350-103/2034/12

Security Classification / Classification de sécurité
Unclassified



ANNEX D - RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice / Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Department of Justice /
Canada
Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

**Protégé B
Protected B**

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque 0000000
Pay to the order of Payez à l'ordre de	"Void" <<Nul>>	\$ Dollars
<div style="display: flex; justify-content: space-between;"> "000" "00000"000 </div>		Signature 000000"0

Transit No.
N° de la succursale

Bank No.
N° de l'institution financière

Account No.
N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

For Goods and Services Suppliers

Chief, Accounting Services
Room 1386, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

For Grants and Contributions

Manager, Grants and Contributions Financial Services
Room 6250, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only"



Department of Justice / Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

IMPORTANT

- Must be a Canadian recipient holding a bank account in Canadian \$
- For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees
- Note that Direct Deposit payments carry no stub information.

1. TYPE OF REQUEST			
<input type="checkbox"/> New request	→ <input type="checkbox"/> Direct Deposit (DD)	<input type="checkbox"/> Electronic Data Interchange (EDI)	
<input type="checkbox"/> Change	→ <input type="checkbox"/> to banking information (provide a new blank cheque) → <input type="checkbox"/> from Direct Deposit (DD) to Electronic Data Interchange (EDI) <input type="checkbox"/> from Electronic Data Interchange (EDI) to Direct Deposit (DD)		

2. RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)			
Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature	Date	Signature
-----------	------	-----------

3. BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1. Branch Number (transit)	2. Financial Institution Number	3. Name(s) of Account Holder(s)
4. Account Number		

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5. Financial Institution Name, Address and Telephone Number	6. Financial Institution Stamp
7. Signature of Financial Institution Representative	

4. FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
CLP Symbol Marked Checked		

JUS 778e-6 (2014/03) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19364	Req. No. - Demande Yr. - An 19364	Ser. No. - N° de série 16 8187	Page 1 of 2
Destination NATIONAL ACCOMMODATION DIVISION DEPARTMENT OF JUSTICE CANADA ATT: BRENDA FRASER 275 SPARKS ST, 9TH FLOOR OTTAWA ON K1A 0H8 CANADA				Inspection Agency - Chargé de l'inspection Consignee et destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input type="checkbox"/> Contrat Amendment <input checked="" type="checkbox"/> Modification				Direct inquiries to: Adresser toutes demandes de rend. à: COCONETU, TRAIAN 613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box.

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à:

NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

1936468187

À moins d'indication contraire dans les présentes de la part du Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No. - No. de la modification
1

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZN-15TSPS/039/ZN between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/039/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A H-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux / Val. limite	GST % STPS	GST Total Total TPS	Total
	<p>The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment#001 is raised in order to:</p> <p>Replace two (2) of three (3) resources proposed in the original Contract as per Annex B without change the value of Contract and the period of Contract.</p> <p>In order to do so:</p>								

Solicitation closes - L'invitation à soumissionner prend fin à: At - A 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.		State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.	
On - Le	Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.		F.O.B. Point - Point F.A.B. Destination	
Name and address of Vendor - Nom et adresse du fournisseur ALTIS HR 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA Phone: 613-230-5393	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)		Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles. PR #10000 18887 signed by D.K. Date	
	Signature		Total Estimated Cost Coût global estimé \$499,612.95	
	Date		For the Minister / Réservé au Ministre	
	Telephone No. - N° de téléphone		Signature	
Vendor No. - No. du Fournisseur 123940	Fax No. - No. de Télécopie 613-230-1623	Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes. <input type="checkbox"/>		
JUS 5200-11 (07/2006)		You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes. <input type="checkbox"/>		
		Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée. <input checked="" type="checkbox"/>		
		The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte. April 7, 2016		
		Title - Titre		



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-M-D-J	To - À Y-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Face Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	Delete Annex B Replace with the amended Annex B here attached. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED								
00010	PM,L2: [REDACTED] FY16/17 ***Description changed***	2016.04.01	2017.03.31	19364	[REDACTED]		13%	19,085.63	165,898.13
00020	PL,L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	19,458.56	169,139.81
00030	PL,L2: [REDACTED] FY 16/17 ***Description changed***	2016.04.01	2017.03.31	19364	[REDACTED]		13%	18,933.41	164,575.01
	Financial Codes Codage financier 0130-19092-15-502229-3706 -4150 The currency of this P.O. is - La devise de ce bon est : CAD	s.19(1) s.20(1)(c)							
	Amount Montant 442,135.35								

JUS 9200-11 (07/2008)

Requisition No. - Demande
Ord. Off. - Bur. demand. Yr. - An Ser. No. - N° de série
19364 16 8187

Page 2 of 2



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19364	Requisition No. - Demande Ors. Off - Bur. deman. Yr. - An. Ser. No. - N° de série 19364 16 8187	Page 1 of 2
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination NATIONAL ACCOMMODATION DIVISION DEPARTMENT OF JUSTICE CANADA ATT: BRENDA FRASER 275 SPARKS ST, 9TH FLOOR OTTAWA ON K1A 0H8 CANADA	Inspection Agency - Chargé de l'inspection	Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.
Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input type="checkbox"/> Contrat	Amendment <input checked="" type="checkbox"/> Modification	Direct inquiries to: Adresser toutes demandes de renseignements à : COCONETU, TRAIAN 613-301-9709

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and air F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No. - No. de la modification
2

Previous Value - Valeur précédente

Inc./Decs - Aug./Dim.

Revised Value - Montant Révisé

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
- The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZN-15TSPS/039/ZN between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/039/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - A Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vat. Limit Taux/Vat. limite	GST% WTPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment#002is raised in order to: 1) Replace one (1) of three (3) resources proposed in the Contract as per Annex B without change the value of Contract. In order to do so: Delete Annex B								

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00.00.00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out thereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

The supplier offers and agrees to sell to the Minister, on the conditions stipulated in the present and in the documents attached thereto, the goods or services, or the two, enumerated in the present and in the attached annexes at the price(s) indicated. Responses to a request for proposal submitted by a supplier will be considered as an offer to sell.

F.O.B. Point - Point F.O.B. Destination

Name and address of Vendor - Nom et adresse du fournisseur

ALTIS HR
300-102 BANK ST
OTTAWA ON K1P 5N4
CANADA
Phone: 613-230-5393

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

PR#1000018187 signed by H.A.

Signature ☒

Date

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$499,612.95

For the Minister - Réservé au Ministre

Vendor No. - No du Fournisseur

Fax No. - No de Télécopie

123940

613-230-1623

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prévoir retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre

JUS 9209-11 (07/2005)



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignes Code Code consignataire	No. of Days N° de jours	Fees/Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	Replace with the amended Annex B here attached. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED								
00010	PM, L2: [REDACTED], FY16/17	2016.04.01	2017.03.31	19364			13%	19,085.63	165,898.13
00020	PL, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	19,458.56	169,139.81
00030	PL, L2: [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	18,933.41	164,575.01
	***Description changed								
	Financial Codes Codage financier 0130-19092-15-502229-3706 -4150 =====		s.19(1) s.20(1)(d)						
	Amount Montant 442,135.35 =====								
	The currency of this P.O. is - La devise de ce bon est : CAD								

JUS 5200-11 (07/2006)

Requisition No. - Demande
Ord. Off. - Bur. demand. Yr. - An. Sér. No - N° de série
19364 16 8187

Page 2 of 2



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consigee Code Code consignataire	No. of Days N° de jours	Fees /M. L/M Taux/Vel. L/mise	GST% RTPS	GST Total Total TPS	Total
	Delete Annex B Replace with the amended Annex B here attached. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED								
00010	PM,L2: [REDACTED] FY16/17 ***PO quantity changed*** ***Schedule Dates changed*** s.19(1) s.20(1)(c)	2016.04.01	2017.03.31	19364	[REDACTED]		13%	2,029.86	17,644.19
00020	PL, L2: [REDACTED] Y 16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	18,458.50	169,139.81
00030	PL, L2: [REDACTED] FY16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	18,933.41	164,575.61
00040	PM,L2: [REDACTED] FY16/17 ***Description changed*** ***Schedule Dates changed*** ***Item Item*** Financial Codes Canada Financier 6138-19622-15-503229-3706 -4150 The currency of this P.O. is - La devise de ce bon est : CAD	2016.04.01	2017.03.31	19364	[REDACTED]		13%	17,055.76	148,253.94
	Amount Montant 442,134.36								

JUS 4250-11 (07/2006)

Requestor No. - Demandeur
Ord. Ch. - Bur. d'achat Yr. - An Ser. No. - N° de série
19364 16 6187

Page 2 of 2

ANNEX B – BASIS OF PAYMENT

1) Payment

During the Contract period, for Work performed in accordance with the Contract, the Contractor will be paid as specified in the tables below.

If Canada will require additional resource(s) during the Contract period, the Contractor will be paid at the same daily rate specified in the tables below.

A- Contract Initial Period (From April 1, 2016 to March 31, 2017)

A-1.0 Professional Fees, Initial Period

The Contractor will be paid all inclusive fixed daily rates as follows (items on bold are new):

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1: [REDACTED]	[REDACTED]	[REDACTED]
	Resource 1 replacement of [REDACTED]	[REDACTED]	[REDACTED]
	AND new Resource 4: [REDACTED]	[REDACTED]	[REDACTED]
3.3 - Project Leader -Level 2	Resource 2: [REDACTED]	[REDACTED]	[REDACTED]
	Resource 3: replacement of [REDACTED]	[REDACTED]	[REDACTED]

B Option Period 1: (From April 1, 2017 to March 31, 2018)

s.19(1)

B-1.0 Professional Fees, Option Period 1

s.20(1)(c)

The Contractor will be paid all inclusive fixed daily rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1: [REDACTED]	[REDACTED]	[REDACTED]
3.3 - Project Leader -Level 2	Resource 2: [REDACTED]	[REDACTED]	[REDACTED]
	Resource 3: [REDACTED]	[REDACTED]	[REDACTED]

C Option Period 2: (From April 1, 2018 to March 31, 2019)

C-1.0 Professional Fees, Option Period 2

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1: [REDACTED]	[REDACTED]	[REDACTED]
3.3 - Project Leader -Level 2	Resource 2: [REDACTED]	[REDACTED]	[REDACTED]
	Resource 3: [REDACTED]	[REDACTED]	[REDACTED]

D Option Period 3: (From April 1, 2019 to March 31, 2020)

s.19(1)

s.20(1)(c)

D-1.0 Professional Fees, Option Period 3

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	Resource 1:		
3.3 - Project Leader -Level 2	Resource 2:		
	Resource 3:		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

2) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Hours worked X applicable firm per diem rate

7.5 hours

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

3) Total Estimated Cost of Professional Fees:

Total Estimated Cost of Professional Fees: \$ 442,135.35 (HST not included)



Government of
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De COCOMETU, TRAIAN NATIONAL CAPITAL REGION RÉGION DE CAPITALE NATIONALE 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-301-9709 FAX:	Date of solicitation - Date de l'invitation à soumissionner Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de : Request for proposal <input type="checkbox"/> Demande de proposition Contract <input type="checkbox"/> Contrat Amendment <input checked="" type="checkbox"/> Modification	Accounting Office Code Code du bureau comptable 19364	Req. No. - Bur. de req. 19364	Y. No. 16	Ser. No. - N° de série 8187	Page 1 of 2
		Destination NATIONAL ACCOMMODATION DIVISION DEPARTMENT OF JUSTICE CANADA ATT: BRENDA FRASER 275 SPARKS ST, 9TH FLOOR OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Charge de l'inspection Consigner et destination des points de destination et de destination Grand inquiries to: Addresser toutes demandes de renseignements à: COCOMETU, TRAIAN 613-301-9709		

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and a 13% GST. The Goods and Services Tax (GST) is excluded from unit prices. GST is shown on applicable to the unit price. GST is included in the total estimated cost. Prices exclude packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein. Municipal taxes are not applicable for provincial work, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et le taux d'accise pertinent compris. Le taux sur les produits et services (TPS) n'est pas compris dans les prix unitaires. Le TPS applicable aux prix unitaires est de 13%. Le TPS est compris dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box. Le numéro doit être dans toutes les factures, tous les connaissements et tous les bordereaux d'expédition.	1936468187
Amendment No. - N° de la modification 4	Previous Value - Valeur précédente \$499,612.95
Inc./Dec. - Aug./Dim. \$314,786.16	Revised Value - Montant Révisé \$814,399.11

Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :
**NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA**

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and conditions set out in SSC Supply Arrangement Serial No. E602N-15TSPS/039/2N between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602N-15TSPS/039/2N sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vol. Limit Taux/Vol. Limite	GST % STPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment#004 is raised in order to: Add a new Project Manager -Level 2 (Catherine Olsen) , increase the level of effort for two of Project Managers Level 2 (Mark Eldrige and Richard Hart) and increase the value of contract. In order to do so:					s.19(1)			

Solicitation closes - L'invitation à soumissionner prend fin le At - A 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the project(s) set out thereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens et/ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, en ce qui concerne les projets indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed (indicate the location of fabrication ou d'expédition des biens, ou encore le lieu où les services seront être rendus).
On - Le	Name and address of Vendor - Nom et adresse du fournisseur ALTIS HR 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA Phone: 613-230-5393	Destination Partener to Section 32(1) of the Financial Administration Act, unless otherwise specified. En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles.
Vendor No. - N° du Fournisseur 123940	Fac No. - N° de Téléphone 613-230-1623	Signature For the Minister - Présenté au Ministre June 15/16
<input checked="" type="checkbox"/> Your offer is accepted on the stated conditions. Votre offre est acceptée aux conditions énoncées dans les présentes. <input type="checkbox"/> Your offer is not accepted on the stated conditions. Votre offre n'est pas acceptée aux conditions énoncées dans les présentes.		Total Estimated Cost Coût global estimé \$814,399.11



Government of
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vol Limit Taux/Vol limite	GST% %TPS	GST Total Total TPS	Total
	Delete Annex B Replace with the amended Annex B here attached. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED								
00010	PM, L2: [REDACTED], FY16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	2,029.86	17,644.19
00020	PL, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	19,458.56	169,139.81
00030	PL, L2: [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	18,933.41	164,575.61
00050	PM [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	16,965.00	147,465.00
	Schedule lines changed ***New Item***								
00060	PM [REDACTED] FY16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	18,152.55	157,787.55
	Schedule lines changed ***New Item***								
00070	PM [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	18,152.55	157,787.55
	Schedule lines changed ***New Item***								
	Financial Codes Codage financier								
	0130-18092-15-502229-3706 -4150							441,437.18	
	0130-18031-15-502229-3706 -4150							279,270.00	
	The currency of this P.O. is - La devise de ce bon est : CAD								

JUS 3200-11 (07/2006)

Requisition No - Demande
Ord. Diff. - Bur. de mand. Yr. - An. Ser. No. - N° de série
19364 16 8187

Page 2 of 2

ANNEX B – BASIS OF PAYMENT

1) Payment

During the Contract period, for Work performed in accordance with the Contract, the Contractor will be paid as specified in the tables below.

If Canada will require additional resource(s) during the Contract period, the Contractor will be paid at the same daily rate specified in the tables below.

A- Contract Initial Period (From April 1, 2016 to March 31, 2017)

A-1.0 Professional Fees, Initial Period

The Contractor will be paid all inclusive fixed daily rates as follows (items on bold are new):

Category and Level	Contract Line #	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	10	Resource 1:		
	40(deleted)	Resource 1:		
		AND new Resource 4		
	60 (New)	Resource 1:		
	70 (New)	Resource 4:		
	50 (New)	New Resource 5:		
3.3 - Project Leader -Level 2	20	Resource 2:		
	30	Resource 3:		
Total Estimated Cost of Professional Fees for Initial Period (HST included):				\$ 814,399.11

s.19(1)

s.20(1)(c)

B Option Period 1: (From April 1, 2017 to March 31, 2018)

B-1.0 Professional Fees, Option Period 1

The Contractor will be paid all inclusive fixed daily rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

C Option Period 2: (From April 1, 2018 to March 31, 2019)

C-1.0 Professional Fees, Option Period 2

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

s.19(1)

s.20(1)(c)

s.19(1)

s.20(1)(c)

D Option Period 3: (From April 1, 2019 to March 31, 2020)

D-1.0 Professional Fees, Option Period 3

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

2) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked}}{7.5 \text{ hours}} \times \text{applicable firm per diem rate}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
REGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Supply Arrangement Solicitation/Contract

Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Accounting Office Code
Code du bureau comptable
19364

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19364 16 8187

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
COCONETU, TRAIAN
613-301-9709

Destination
NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

1936468187

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

NATIONAL ACCOMMODATION DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: BRENDA FRASER
275 SPARKS ST, 9TH FLOOR
OTTAWA ON K1A 0H8
CANADA

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No. - No. de la modification

5

Previous Value - Valeur précédente

\$814,399.11

Inc./Desc. - Aug./Dim.

\$51,429.68

Revised Value - Montant révisé

\$865,828.79

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZN-15TSPS/039/ZN between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/039/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. Limite	GST% %TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment #005 is raised in order to: Add a new Project Leader - Level 2 and increase the value of the contract. In order to do so: Delete Annex B	s.19(1)							

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'exécution des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

PR 1000018187 on file

Total Estimated Cost
Coût global estimatif

\$865,828.79

For the Minister - Réservé au Ministre

Mario LaRocque

Name and address of Vendor - Nom et adresse du fournisseur

ALTIS HR
300-102 BANK ST
OTTAWA ON K1P 5N4
CANADA
Phone: 613-230-5393

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

X

Signature

Date

Telephone No. - N° de téléphone

Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

X

Signature

Title - Titre

Vendor No. - No. du Fournisseur

123940

Fax No. - No. de Télécopie

613-230-1623

JUS 9200-11 (07/2006)



Government of
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	Replace with the amended Annex B here attached. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED								
00010	PM, L2: [REDACTED], FY16/17	2016.04.01	2017.03.31	19364	[REDACTED]		13%	2,029.86	17,644.19
00020	PL, L2: [REDACTED] FY 16/17	2016.04.01	2017.03.31	19364			13%	19,458.56	169,139.81
00030	PL, L2: [REDACTED] FY16/17 ***PO quantity changed*** ***Schedule lines changed***	2016.04.01	2017.03.31	19364			13%	6,035.02	52,458.28
00050	PM [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	16,965.00	147,465.00
00060	PM [REDACTED] Y16/17	2016.04.01	2017.03.31	19364			13%	18,152.55	157,787.55
00070	PM [REDACTED] FY16/17	2016.04.01	2017.03.31	19364			13%	18,152.55	157,787.55
00080	PL [REDACTED] FY16/17 ***Schedule lines changed*** ***New Item***	2016.04.01	2017.03.31	19364			13%	5,916.69	51,429.69
00090	PL, L2: [REDACTED] FY16/17 ***Schedule lines changed*** ***New Item***	2016.04.01	2017.03.31	19364			13%	12,898.38	112,116.72
	Financial Codes Codage financier 0130-19092-15-502229-3706 -4150 486,950.18 0130-18031-15-502229-3706 -4150 279,270.00 =====								
	The currency of this P.O. is - La devise de ce bon est : CAD								

s.19(1)
s.20(1)(c)

JUS 9200-11 (07/2005)

Requisition No. - Demande
Ord. Off - Bur. demand. Yr. - An. Ser. No. - N° de série
19364 16 8187

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ANNEX B – BASIS OF PAYMENT

1) Payment

During the Contract period, for Work performed in accordance with the Contract, the Contractor will be paid as specified in the tables below.

If Canada will require additional resource(s) during the Contract period, the Contractor will be paid at the same daily rate specified in the tables below.

A- Contract Initial Period (From April 1, 2016 to March 31, 2017)

A-1.0 Professional Fees, Initial Period

The Contractor will be paid all inclusive fixed daily rates as follows (items on bold are new):

Category and Level	Contract Line #	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager- Level 2	10	Resource 1: [REDACTED]	[REDACTED]	[REDACTED]
	40(deleted)	Resource 1: [REDACTED] AND Resource 4: [REDACTED]	[REDACTED]	[REDACTED]
	60	Resource 1: [REDACTED]	[REDACTED]	[REDACTED]
	70	Resource 4: [REDACTED]	[REDACTED]	[REDACTED]
	50	Resource 5: [REDACTED]	[REDACTED]	[REDACTED]
3.3 - Project Leader -Level 2	20	Resource 2: [REDACTED]	[REDACTED]	[REDACTED]
	30/90	Resource 3: [REDACTED]	[REDACTED]	[REDACTED]
	80 (New)	New Resource 6: [REDACTED]	[REDACTED]	[REDACTED]
Total Estimated Cost of Professional Fees for Initial Period (HST included):				\$ 856,828.80

s.19(1)
s.20(1)(c)

B Option Period 1: (From April 1, 2017 to March 31, 2018)

B-1.0 Professional Fees, Option Period 1

The Contractor will be paid all inclusive fixed daily rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

C Option Period 2: (From April 1, 2018 to March 31, 2019)

C-1.0 Professional Fees, Option Period 2

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

s.19(1)

s.20(1)(c)

D Option Period 3: (From April 1, 2019 to March 31, 2020)

D-1.0 Professional Fees, Option Period 3

The Contractor will be paid all inclusive fixed time rates as follows:

Category and Level	Name of proposed resource	All Inclusive Fixed Daily Rate	LEVEL OF EFFORT (Estimated level of days required to perform the Work)
3.2 - Project Manager - Level 2	Resource 1:		
	Resource 4:		Unknown
	Resource 5:		Unknown
3.3 - Project Leader - Level 2	Resource 2:		
	Resource 3:		

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked.

2) Definition of a Day/Proration:

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

- (i) All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- (ii) No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

s.19(1)

s.20(1)(c)



Government of
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Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19294

Requisition No. - Demande
Ord. Off. - Bur. deman Yr. - An. Ser. No. - N° de série
19294 16 9561

Page 1 of 8

Inspection Agency - Chargé de l'inspection

Consignee et destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
COCONETU, TRAIAN
613-301-9709

Destination
DW-DIR PROJECT SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: CATHERINE CHARBONNEAU (613-941-11014-275 SPARKS ST
OTTAWA ON K1R 7X9
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1929469561

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

DW-DIR PROJECT SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: CATHERINE CHARBONNEAU (613-941-11014-275 SPARKS ST
OTTAWA ON K1R 7X9
CANADA

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Amendment No. - No. de la modification

Previous Value - Valeur précédente

Inc./Docs. - Aug./Dim.

Revised Value - Montant révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. Traian Coconetu between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série Traian Coconetu sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following clauses and conditions apply to and form part of this contract: I) All clauses and conditions from the TSPS - Solutions Based Supply Arrangement Number E60ZN-15TSPS/223/ZN. II) The following clauses and conditions from the bid solicitation RFP 1000019561 for the requirement of two (2) Senior - Business Architects.		s.19(1)						

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B. Destination

Name and address of Vendor - Nom et adresse du fournisseur

NAVPOINT CONSULTING GROUP INC.
1408 TOURS PL
ORLEANS ON K1C 3C9
CANADA

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Peter Antonitti, Managing Director

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

PR # 1000019561

Total Estimated Cost
Coût global estimé

\$112,096.00

For the Minister - Réservé au Ministre

Phone: 613-884-5358

May 4 2016

6134246287

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

137709

☐ Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

The Vendor has
Le fournisseur a

du présent contrat et qu'il l'accepte.

Managing Director
Titre - Titre

JUS 8200-11 (07/2005)



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
1.	Statement of Work The Contractor must perform the Work in accordance with the Statement of Work in Annex A.								
2.	Standard Clauses and Conditions All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.								
2.1	General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.								
2.2	Inspection and Acceptance The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.								
2.3	Specific Persons The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: Senior Business Architect 1 : s.19(1) Senior Business Architect 2 : s.20(1)(c)								
3.	Security Requirement 3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract: Common PS SRCL #6 Security Clauses: SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#6								
1.	The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening								

JUS 5200-11 (07/2006)

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19294	16	9561

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CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A-M D-J	To - À Y-A-M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>(DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.</p> <p>3. The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.</p> <p>4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.</p> <p>5. The Contractor must comply with the provisions of the:</p> <p>a. Security Requirements Check List and security guide (if applicable), attached at Annex C;</p> <p>b. Industrial Security Manual (Latest Edition).</p> <p>4. Term of Contract</p> <p>4.1 Period of the Contract</p> <p>The Work is to be performed during the period of contract award to April 15, 2017.</p> <p>4.2 Option to Extend the Contract</p> <p>The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional 1 year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.</p> <p>Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.</p> <p>4.3 Option to Extend - Transition Period</p> <p>The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of 30 days under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande
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Government of Canada / Gouvernement du Canada
Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>of Payment.</p> <p>The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 5 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.</p> <p>4.4 Termination on Thirty Days Notice</p> <p>Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.</p> <p>In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.</p> <p>5. Authorities</p> <p>5.1 Contracting Authority</p> <p>The Contracting Authority for the Contract is:</p> <p>Name: Traian Coconetu Title: Senior Contracting Officer Organization: Department of Justice Canada, Management and CFO Sector Address: 284 Wellington - EMB 1251 Telephone: 613-946-4757 E-mail: traian.coconetu@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Technical Authority</p> <p>The Technical Authority for the Contract is:</p> <p>Name: Fiona McPherson Title: Manager Organization: Department of Justice Canada, Management and CFO Sector Address: East Memorial Building 284 Wellington Street Ottawa</p>								

JUS 0200-11 (07/2006)

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite	GST% %TPS	GST Total Total TPS	Total
	<p>K1A 0H8 Telephone: (613) 948-3127 E-mail: fiona.mcperson@justice.gc.ca.</p> <p>The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>Name: Peter Antonitti Organization: Nav Point consulting Group Inc. Address: 45 O'Connor Suite 1150 Telephone: 613-424-6287 E-mail: [REDACTED]</p> <p>s.19(1)</p> <p>6. Payment</p> <p>6.1 Basis of Payment</p> <p>The Contractor will be paid firm daily rates as specified in Annex B : Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.</p> <p>6.2 Canada's Total Liability Limitation of Expenditure</p> <p>6.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ 99,200.00. Customs duties are included and Applicable Taxes are extra.</p> <p>6.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:</p> <p>a. when it is 75 percent committed, or</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19294 16 9561

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - A Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>b. four (4) months before the contract expiry date, or c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</p> <p>6.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.</p> <p>6.3 Method of Payment</p> <p>For the Work described in the Statement of Work in Annex A, Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if: " an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract; " all such documents have been verified by Canada; " the Work performed has been accepted by Canada.</p> <p>6.3.1 For payment of invoices by Credit Card The credit card BMO Master card is accepted.</p> <p>6.4 SACC Manual Clauses</p> <p>A9117C (2007-11-30), T1204 - Direct Request by Customer Department A9116C (2007-11-30), T1204 Information Reporting by Contractor H3027C (2010-01-11), Payment of invoices by Credit Card</p> <p>6.5 Discretionary Audit</p> <p>C0705C (2010-01-11), Discretionary Audit</p> <p>7. Invoicing Instructions</p> <p>7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by a copy of time sheets to support the time claimed.</p> <p>7.2 Invoices must be distributed as follows: The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.</p> <p>8. Certifications</p>								

JUS 9200-11 (07/2005)

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19294 16 9561

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Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>8.1 Compliance</p> <p>The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.</p> <p>9. Applicable Laws</p> <p>The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario</p> <p>10. Priority of Documents</p> <p>If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement; (b) the general conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services; (c) Annex A, Statement of Work; (e) Annex B, Basis of Payment ; (f) Annex C, Security Requirements Check List (gi) the Contractor's bid dated February 16,2016.</p> <p>11. Environmental Considerations</p> <p>As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.</p> <p>11.1 Environmental Properties Behaviour Recommended</p> <p>11.1.1 Paper consumption:</p>								

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off - Sur. deman. Yr. - An. Ser. No - N° de série
19294 16 9561

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Canada

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Canada

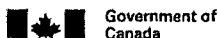
Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val, Limit Taux/Val, limite	GST% %TPS	GST Total Total TPS	Total
	<p>" Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Technical Authority.</p> <p>" Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.</p> <p>" Recycle unneeded printed documents (in accordance with Security Requirements).</p> <p>11.1.2 Travel requirements:</p> <p>" The Technical Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.</p> <p>" Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: 2012 Accommodations Search (http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx).</p>								
00010	BTA Level 3 [REDACTED] FY16-17	2016.05.04	2017.04.15	19294	[REDACTED]		13%	9,672.00	84,072.00
00020	BTA Level 3 [REDACTED] FY16-17	2016.05.04	2017.04.15	19294	[REDACTED]		13%	3,224.00	28,024.00
<p>Financial Codes Codage financier</p> <p>0130-18069-15-502341-3720 -4070</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>		<p>Amount Montant</p> <p>99,200.00</p>							

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No. - N° de série
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 819-220-5110
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code Code du bureau comptable 19032	Requisition No. - Demande Ord. Off. - Bur. deman. 19032 Yr. - An. 16 Ser. No. - N° de série 1379	Page 1 of 2
Destination SAFETY, SECURITY EMERGENCY MNGT DEPARTMENT OF JUSTICE CANADA ATT: MATHIEU LEMIEUX 613-957-4540 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection Consignee et destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dessus. Direct inquiries to: Adresser toutes demandes de renseignements à : GBAGUIDI, STEVE 819-220-5110

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement 1903261379
Amendment No.-No. de la modification 1
Inc./Decs. - Aug./Dim. Previous Value - Valeur précédente Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :
SAFETY, SECURITY EMERGENCY MNGT
DEPARTMENT OF JUSTICE CANADA
ATT: MATHIEU LEMIEUX 613-957-4540
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZN-15TSPS/253/ZN between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/253/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees Vsl. Limit Taux/Vsl. limite	GST% %TPS	GST Total Total TPS	Total
00010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. TSPS Subject matter expert ***Description changed*** s.19(1) s.20(1)(c)	2016.11.27	2017.04.30	19032			13%	13,911.95	120,926.95

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions s'appliquant dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.
On - Le	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)	F.O.B. Point - Point F.A.B. Destination
Name and address of Vendor - Nom et adresse du fournisseur PROTAK CONSULTING GROUP INC 1100-343 PRESTON ST OTTAWA ON K1S 1N4 CANADA Phone: 613-866-2449	Signature 2017-01-03 Date Telephone No. - N° de téléphone	Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles As per P.R. 1000021379 on P.I.E. Signature Date Total Estimated Cost Coût global estimé : \$120,926.95 For the Minister - Réservé au Ministre Dwight Rawlett
Vendor No. - No. du Fournisseur 143252	Fax No. - No. de Télécopie 613-249-3996	The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

JUS 9200-11 (07/2006)



Department of Justice
Canada

Ministère de la Justice
Canada

RFP NUMBER 1000021379

CONTRACT NUMBER 1903261379

CONTRACT AMENDMENT 001

The following amendment has been raised for a resource replacement.

In order to do so;

DELETE 7.2.1 SPECIFIC PERSON(S) AND INSERT:

7.2.1 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: [REDACTED]

s.19(1)

AND

DELETE 7.5.1 PROJECT AUTHORITY AND INSERT:

7.5.1 Project Authority

The Project Authority for the Contract is:

Kaylie Chow

Senior Planning Officer

Director General's Office

Department of Justice Canada

275 Sparks Street, Ottawa ON, K1A 0H8

Telephone: 613-907-3691

E-mail Address: Kaylie.Chow@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

Contract number 1903261379



Department of Justice
Canada

Ministère de la Justice
Canada

ALSO

DELETE ANNEX B – BASIS OF PAYMENT AND INSERT

ANNEX B - BASIS OF PAYMENT

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed per diem rate must be prorated to reflect the actual time worked.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

A- Contract Period (From November 29, 2016 to March 31, 2017)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid an all-inclusive fixed per diem rate as follows:

Professional Fees: Category 2.14 - Subject Matter Expert - Senior

Name of Resource(s)	All Inclusive Fixed Per Diem Rate	Maximum Combined* Level of Effort

Total Estimated Cost of Professional Fees: up to a maximum of \$107,015.00 Applicable Taxes extra.

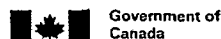
All other terms and conditions remain unchanged

s.19(1)

s.20(1)(c)

End of Amendment 001

Contract number 1903261379



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 819-220-5110
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19032

Requisition No. - Demande
Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série
19032 16 1379

Page 1 of 1

Destination
SAFETY, SECURITY EMERGENCY MNGT
DEPARTMENT OF JUSTICE CANADA
ATT: MATHIEU LEMIEUX 613-957-4540
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Chargé de l'inspection
Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
GBAGUIDI, STEVE
819-220-5110

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise permissibles compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box:

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1903261379

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

SAFETY, SECURITY EMERGENCY MNGT
DEPARTMENT OF JUSTICE CANADA
ATT: MATHIEU LEMIEUX 613-957-4540
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZN-15TSPS/253/ZN between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZN-15TSPS/253/ZN sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Vai. limite	GST % % TPS	GST Total Total TPS	Total
00010	TSPS Subject matter expert Financial Codes Codage financier 0130-18031-15--3750 -4150 =====	2016.11.27	2017.04.30	19032			13%	13,911.95	120,926.95
	s.19(1) s.20(1)(c) Amount Montant 107,015.00 =====								
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B. Destination

Name and address of Vendor - Nom et adresse du fournisseur
PROTAK CONSULTING GROUP INC
1100-343 PRESTON ST
OTTAWA ON K1S 1N4
CANADA
Phone: 613-866-2449

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.
As per P.R. 1000021379 on file
Date

Signature

2016-12-02

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimé
\$120,926.95

For the Minister - Réservé au Ministre

Your offer is accepted unless
extent specified herein.
Votre offre est acceptée aux
conditions exposées dans les
présentes.

You are requested to supply
as indicated herein.
Nous vous demandons de
fournir ce qui est précisé
dans les présentes.

Return the signed copy forthwith.
Prévoir de retourner immédiatement
une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.

Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Vendor No. - No. du Fournisseur
143252

Fax No. - No. de Télécopie
613-249-3996

JUS 9200-11 (07/2006)

Signature

Title - Titre



Department of Justice
Canada

Ministère de la Justice
Canada

RFP NUMBER 1000021379

CONTRACT NUMBER 1903261379

RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of the resulting from the bid solicitation.

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

7.1 Statement of Work

The Contractor must perform the Work in accordance with Annex A - Statement of Work.

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.2.3 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: Clément Bélanger

7.3 Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract:

7.3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

7.3.2 The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET as required, granted or approved by CISD/PWGSC.

7.3.3 The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

7.3.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

7.3.5 The Contractor must comply with the provisions of the:
a. Security Requirements Check List, attached at Annex C;
b. Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from November 29, 2016 to March 31, 2017 inclusive.
The contract deliverables *must* be completed on time and within budget with no extension.

7.4.2 Termination on Thirty Days' Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Contract number 1903261379



Department of Justice
Canada

Ministère de la Justice
Canada

Steve Gbaguidi
Senior Contracting Officer
Department of Justice Canada
284 Wellington Street, Ottawa ON, K1A 0H8
Telephone: 613-957-6745
E-mail Address: Steve.Gbaguidi@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is:

Darin Bertrand
Team Lead, Integrated Security Program
Department of Justice Canada
284 Wellington Street, Ottawa ON, K1A 0H8
Telephone: 613-998-5669
E-mail Address: Darin.Bertrand@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

Protak Consulting Group
343 Preston Street, Suite 1100
Ottawa, ON
K1S 1N4

s.19(1)

7.6 Payment

7.6.1 Basis of Payment

The Contractor will be paid an all-inclusive fixed per diem rate as specified in Annex B – Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

7.6.2 Canada's Total Liability – Limitation of Expenditure

7.6.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ 107,015.00
Customs duties are included and Applicable Taxes are extra.

7.6.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

7.6.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.6.3 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.6.4 Payment by Credit Card (if applicable)

The following credit card is accepted for invoices that do not exceed \$10,000.00, including

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applicable taxes: MasterCard.

7.6.5 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 16 – Payment Period and Article 17 – Interest on Overdue Accounts, set out in 2035 (2016-04-04) General Conditions - Higher Complexity – Services, forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice Canada internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 – Payment Period and Article 17 – Interest on Overdue Accounts, set out in 2035 (2016-04-04) General Conditions - Higher Complexity – Services, forming part of this Contract will not apply, until the Contractor corrects the matter.

7.6.6 Discretionary Audit

C0705C (2010-01-11) Discretionary Audit

7.7 Invoicing Instructions

7.7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.7.2 Invoices must be distributed as follows:

(a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.8 Certifications

7.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

7.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The general conditions 2035 (2016-04-04) General Conditions - Higher Complexity - Services;
- (c) Annex A - Statement of Work;
- (d) Annex B - Basis of Payment;
- (e) Annex C - Security Requirements Check List;
- (f) Annex D - Recipient Electronic Payment Registration Request Form;
- (g) Supply Arrangement Number E60ZN-15TSPS/253/ZN (the "Supply Arrangement"); and
- (h) The Contractor's bid dated October 20, 2016 and revised on November 20, 2016.

7.11 Insurance

SACC Manual clause G1005C (2016-01-28) Insurance

7.12 Proactive Disclosure of Contracts with Former Public Servants (if applicable)

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

Contract number 1903261379

ANNEX A - STATEMENT OF WORK

1 TITLE

TSPS requirement for up to two (2) security systems subject matter experts (SMEs) who will complete the technical specification and proposed business case for an integrated, enterprise-wide electronic security system.

2 TERMINOLOGY

- "Assets" means physical, real and intellectual property (such as information) as well as human resources belonging to the Department of Justice Canada.
- "CCTV" means closed-circuit television
- "CSB" means Corporate Services Branch of the Department of Justice Canada
- "DDSO" means Deputy Departmental Security Office
- "DSO" means Departmental Security Officer
- "DSP" means the Departmental Security Program
- "GOC" means the Government of Canada
- "JUS" means the Department of Justice Canada
- "NCR" means the National Capital Region
- "SME" means subject matter experts
- "SOS" means Statement of Sensitivity
- "SOW" means Statement of Work
- "TBS" means Treasury Board Secretariat of Canada
- "TRA" means Threat and Risk Assessment

3 OBJECTIVE

Working in the Safety, Security and Emergency Management Division of the Corporate Services Branch (CSB) of the Department of Justice Canada (JUS), the Contractor's SME resource(s) will provide independent expert subject matter advice on, and develop and deliver the technical specification for, an integrated, enterprise-wide electronic security system for JUS and supporting business case.

4 BACKGROUND STATEMENT

The Department of Justice Canada is headquartered in Ottawa, with eleven (11) regional offices across the country and five (5) sub-offices located in the National Capital Region.

JUS has a range of security and employee protection requirements including the responsibility for the secure processing, handling and storage of highly sensitive departmental, government, and personal information in accordance with the Government of Canada's Security Policy Suite.

JUS has recently conducted Threat and Risk Assessments (TRAs) in congruence with the requirements of the Department's Integrated Security Program and Treasury Board Secretariat (TBS) Policies and Standards for each of its locations across Canada. As a follow-up to the TRAs, JUS will examine system capabilities and capacities, procedures, processes for change/replacement. This will include defining the requirements for an integrated enterprise-wide electronic security system comprising a broad range of capabilities that provides for:

- perimeter surveillance,
- intrusion detection,
- entry-point access/egress control,
- remote lock-down of sensitive areas,
- internal, role-based access control to sensitive/specialized areas,
- internal location logging of employees and visitors,
- integrated alarm/warning systems for security, fire, internal threat,
- emergency notification and support,
- Closed-circuit TV (CCTV) coverage in sensitive areas,
- centralized reporting and recording,
- IT security protection, detection and response.

5 REFERENCE DOCUMENTS

The Work will be performed in accordance with the relevant guidance documentation, including but not limited to:

- RCMP – Technical Security Branch Guides. Web Site: <http://www.rcmp-grc.gc.ca/physec-secmat/pubs/index-eng.htm>
- Policy on Government Security and all related security documentation such as directives, standards, guidelines and others. Web Site: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12322>
- National Building Code of Canada. Web Site: http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre_national_building_code.html
- National Fire Code of Canada. Web Site: http://www.nrc-cnrc.gc.ca/eng/publications/codes_centre_national_fire_code.html
- The Public Works and Government Services Canada's Industrial Security Manual. Web Site: <http://ssi-iss.tpsgc-pwsc.gc.ca/msi-ism/index-eng.html>



Available on-site supporting documentation includes the Departmental Security Plan, business cases, threat and risk analyses, systems inventories/descriptions of current installations, reference documents from other departments and a summary of security incidents.

6 REQUIREMENT DESCRIPTION

6.1 Scope

In addition to providing independent subject matter expertise, the Contractor's SME resource(s) will prepare the written technical specifications for a state-of-the-art and integrated enterprise electronic security system and supporting business case. This will involve conducting research, meetings, workshops and analysis, in order to:

- confirm the scope of any current security system deficiencies;
- assess the likely root cause(s) of those deficiencies;
- work with others to document emergent requirements;
- analyze and assess the capability/capacity of the current system(s) to be adapted/improved to correct the known and emergent deficiencies;
- provide advice and analysis to senior management of JUS;
- recommend potential solutions if current systems cannot be improved sufficiently to meet the new needs;
- write the technical specification for the implementation of a new state-of-the-art integrated enterprise-wide security system meeting all of JUS's requirements; and
- write the business case in support of this requirement.

6.2 Tasks / Detailed Services

- Collection, collation and documentation of all approved system requirements;
- Research, review and analysis of similar Government of Canada (GoC) security system implementations / lessons-learned for inclusion in the technical specification;
- Distillation, correlation and fusion of all requirements from all sources into a single requirements document, for approval;
- Preparation of briefing notes, presentations, project plans in support of the acquisition of an integrated, enterprise-wide electronic security system.;
- Preparation of budgets and cost projections;
- Preparation of a business case and resource requests; and
- Drafting of a full technical specification which describes the required security system in sufficient detail to initiate a contract in the future for an integrated, enterprise-wide electronic security system.

6.3 Deliverables and Acceptance Criteria

A complete and substantiated technical specification for an integrated enterprise-wide electronic security system which describes the required security system in sufficient detail to go to contract, for approval by JUS.

Other documents, if and as necessary, including:

- Briefing notes, presentations, project plans in support of the acquisition of an integrated, enterprise-wide electronic security system.;
- Draft budgets and cost projections;
- Draft business case and resource requests.

All written material must be provided in hard and soft copy as requested by the Project Authority. Unless otherwise specified, the soft copy must be provided in the current version of JUS's approved desktop software (Microsoft Office 2013).

All deliverables must be provided in English.

The Contractor's SME resource(s) are to submit a project plan within 2 weeks of date of contract award. Project deliverables shall include: a draft business case with estimated technical requirements by no later than mid-December 2016; a revised business case by mid-February 2016 incorporating management feedback and more detailed technical specifications; and a finalized business case by 31 March 2017 with possibility of extension to end April 2017 if additional changes are required/requested after review from management.

All work and deliverables related to this SOW must be completed and delivered to the Project Authority by no later than March 31, 2017.

6.4 Departmental Support

Work will be conducted in JUS offices in the NCR, with JUS IT tools. Workspace and access will be provided for the Contractor's SME resource(s).

JUS will provide the Contractor's SME resource(s) with all relevant documentation on existing systems. This information must not be removed from JUS premises.

6.5 Travel

There is no travel associated with this requirement.

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- 6.6 Language Requirements**
The work must be completed in English.
- 6.7 Location of Service Delivery**
Work will be undertaken in the National Capital Region, primarily at JUS's location at 284 Wellington Street, Ottawa, Ontario, K1A 0H8.
- 6.8 Access to Client's Premises and Systems / Access Restrictions**
Access to JUS facilities and sites will be provided as necessary.
- 6.9 Proprietary Information**
All information and documents, in any format, made available by the Department of Justice Canada and/or collected and created by the Contractor's SME resource(s) for the purpose of this project, such as but not limited to, notes, drafts, findings, pictures, drawings, etc., must be returned and/or handed over to the Project Authority upon completion of the Contract.



Department of Justice
Canada

Ministère de la Justice
Canada

ANNEX B - BASIS OF PAYMENT

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed per diem rate must be prorated to reflect the actual time worked.

Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its contractual obligations.

A- Contract Period (From November 29, 2016 to March 31, 2017)

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid an all-inclusive fixed per diem rate as follows:

Professional Fees: Category 2.14 - Subject Matter Expert - Senior

Name of Resource(s)	All Inclusive Fixed Per Diem Rate	Maximum Combined* Level of Effort

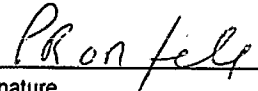
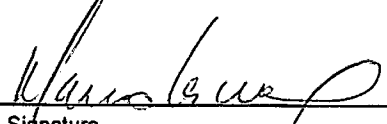
Total Estimated Cost of Professional Fees: up to a maximum of \$107,015.00 Applicable Taxes extra.

s.19(1)

s.20(1)(c)


**Government of
Canada**
**Gouvernement du
Canada**
**Call-up Against a Standing Offer Amendment
Commande subséquente à une offre à commandes Modification**

Page: 1

To: - A: ALTIS HR 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA			Validity Date / Période Valide From/De: 11/10/2016 To/À: 12/22/2016		Contact - Personne-ressource Pordonick, Kayla		Tel. No - N° du Tél. 613-946-9012		Fax. No. - N° de télécop. 613-960-4956		Order No. N° de la demande 4500130847		
			Standing offer No. - N° d'offre permanente E60ZN-15TSSO/029/ZN		Amendment No. - N° de la modification 001		Previous Value - Valeur précédente 15,255.00		Admend Date Date de la demande 11/14/2016				
Vendor # - N° fournisseur 123940		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 613-230-5393		Fax. No. - N° de télécop. 613-230-1623		Inc./Dec. - Aug./Dim. 0.00		Revised value - Montant révisé 15,255.00	
Date required - Demandé pour le 11/10/2016													
Item No. Article n°		Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu		
00010		Amendment 001 is required to change the resource on the contract *** Text changed *** The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Senior Staffing Consultant- s.19(1) Financial Codes Codage financier 3750 - 11050 - - 15 - 4010 Amount Montant 15,255.00 ===== The currency of this P.O. is - La devise de ce bon est : CAD =====					DAY	30.00	508.50		15,255.00		
Delivery Address - Adresse de livraison MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8					FOB - FAB FOB Destination		Amount - Montant / CAD 15,255.00				
							Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 1,983.15				
									T. Amount - Montant T. / CAD 17,238.15				
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.							Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.  Signature _____ Date _____ Approved for the Minister Approuvé pour le Ministre  Signature _____ Date Nov 14, 2016 M A C LACROIX Canada 000180						

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer
Commande subséquente à une offre à commandes

Page: 1

To: - A : ALTIS HR 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA		Validity Date / Période Valide From/De: 11/10/2016 To/À: 12/22/2016		Contact - Personne-ressource Pordonick, Kayla		Tel. No - N° du Tél. 613-946-9012		Fax. No. - N° de télécop. 613-960-4956		Order No. N° de la demande 4500130847	
		Standing offer No. - N° d'offre permanente E60ZN-15TSSO/029/ZN								Order date Date de la demande 11/08/2016	
Vendor # - N° fournisseur 123940		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 613-230-5393		Fax. No. - N° de télécop. 613-230-1623		Date required - Demandé pour le 11/10/2016	
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
00010	Senior Staffing Consultant- [REDACTED] s.19(1) Financial Codes Codage financier 3750 - 11050 - - 15 - 4010 =====					DAY	30.00	508.50		15,255.00	
The currency of this P.O. is - La devise de ce bon est : CAD =====											
Delivery Address - Adresse de livraison MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8				Invoicing address - Adresse de facturation MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8				FOB - FAB FOB Destination		Amount - Montant / CAD 15,255.00	
Terms of payment - Modalités de paiement DD NET 30 DAYS								T. taxes - T. taxes / CAD 1,983.15		T. Amount - Montant T. / CAD 17,238.15	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. PR 1000021914 on file Signature Date Approved for the Minister Approuvé pour le Ministre K Pordonick Nov 8/16 Signature Date KAYLA PORDONICK [REDACTED] 000181					

1. Statement of Work

The Contractor must perform the Work as described in the ACF 1000021914.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

2.1 General Terms and Conditions

2035 (2014-09-25) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 (2014-09-25) General Conditions - Higher Complexity - Services will not apply to payments made by credit cards.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:
The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

- a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee; or due to the Contractor as of the date of termination, or
- b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2.2 Standard Acquisition Clauses and Conditions Manual Clauses:

K3002C (2008-05-12) - General Conditions - Modifications - Contractor to own Intellectual Property (IP): No Explicit License Rights for Canada

K3030C (2010-01-11) - General Conditions - Modifications - License to Material Subject to Copyright

3. Security Requirement

The Common PS SRCL # 4 and related clauses apply to and form part of this Contract.

4. Period of Contract

The Work must be completed between Date of Award and December 22, 2016.

5. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Offeror has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

Department of Justice Canada

Call-up 4500130847

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Kayla Pordonick

Senior Contracting Officer

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-301-9709

Email: Kayla.Pordonick@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Technical Authority

The Technical Authority for the Contract is:

Joelle Landry

A/Senior Administrative Coordinator

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-992-8474

Email: Joelle.Landry@justice.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative

The Contractor's Representative is:

s.19(1)

Telephone: (613) 230-5350 x1267

Email: [REDACTED]

7. Payment

7.1 Basis of Payment – Professional Services

For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in the call-up documents, applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday.

Estimated Cost: \$15,255.00

7.2 Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

7.3 Additional Charges

The Contractor acknowledges that the Contract has been awarded as a result of a competed Standing Offer. No additional charges will be allowed to compensate for errors, oversights,

misconceptions or underestimates made by the Contractor when Responding to an ACF for the Contract.

7.4 Professional Services Rates

If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada *terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions*, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

7.5 Purpose of Estimates

All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

7.6 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any applicable Goods and Services Tax (GST) or Harmonized Sales Tax (HST). With respect to the amount set out on page one of the Contract, Customs duties are _____ (*As required by the ACF, insert "included", "excluded" or "subject to exemption"*) and applicable taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

- i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - A. it is 75 percent committed, or
 - B. 2 weeks before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- ii. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.
- iii.

7.7 Method of Payment – Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

8. Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed. Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract, including any Task Authorizations issued if applicable;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.

Invoices must be distributed as follows:

The original and one copy must be forwarded to the following individual for certification and payment:

Joelle Landry
A/Senior Administrative Coordinator
Department of Justice Canada
284 Wellington Street, Ottawa ON, K1A 0H8
Telephone: 613-992-8474
Email: Joelle.Landry@justice.gc.ca

10. Insurance requirement

10.1 Insurance requirement for Categories listed under Stream 5:

The Contractor must maintain the insurance requirements specified in section 10.2 below. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

10.2 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:
Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:
Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

11. Certifications

Compliance with the certifications provided by the Contractor is a condition of the Contract and subject to verification by Canada during the entire period of the Contract. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its offer is untrue, whether made knowingly or unknowingly, the Contracting Authority has the right to terminate the Contract for default.

12. Standard Acquisition Clauses and Conditions Manual Clauses

The following clauses set out in the SACC Manual will form part of the Contract:

Number	Date	Description
C0705C	2010-01-11	Discretionary Audit
A9117C	2007-11-30	T1204 - Direct Request
C0711C	2008-05-12	Time Verification
B9028C	2007-05-25	Access to Facilities and Equipment
A9068C	2010-01-11	Government Site Regulations

13. Reorganization of Identified User

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Identified User. The reorganization, reconfiguration and restructuring of the Identified User includes the privatization of the Identified User, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Identified User. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

14. Professional Services

14.1 Requirement for Training and Familiarization

Any training required by personnel to perform specific assignments will be on the Contractor's time and expense. Canada will not provide technology training. Canada will, wherever possible, provide standards, policies, guidelines and appropriate documentation to describe how the application systems are designed and configured, as well as other assistance needed to help the Contractor's personnel to work on application systems.

14.2 Professional Services - General

- a. The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience,

professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

- b. If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- c. In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:
 - i. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.Any assessment of the information provided will occur as per (ii) (B) below.
 - ii. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
 - b. assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require the Contractor to propose another replacement within five working days' notice.Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
 - iii. The Bidder must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
 - iv. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.
 - v.

15. Contractor Supplied

The Contractor must furnish the following at no additional cost to the Contract:

- a. Contract related services that are administrative and management functions necessary to support the Contract, and the hardware, software, and communications systems necessary to interface effectively and efficiently with Canada. These include, but are not limited to: financial management, recruiting, interviewing, training, payroll preparation, travel arrangements, Contract proposal preparation, obtaining security clearances, contracting, and clerical support.
- b. Office and working space for Contract related services, if necessary.
- c. Office equipment and expenses necessary to perform Contract related services including: Information Technology (IT) and network operations, hardware, software, printing, photocopying, communications, postage, express mail, paper and copying supplies, local and long distance telephone service, and other services, equipment and supplies required in support of the work.

16. Timely Problem Identification

The Contractor must immediately advise the Contracting and Project Authorities in writing of any and all situations or difficulties that the Contractor considers will have a significant impact upon the scope of the Work, expected technical achievement, delivery schedule, person-power or cost to Canada. Notwithstanding the submission of any such report, the Contractor remains responsible for the completion of the Work in accordance with the terms of the Contract.

- a. Such reports must include proposed detailed remedial action plans to resolve or alleviate the identified situations or difficulties. The plans must set out the Contractor's detailed estimates of any increase in time, consultants and cost to effect such plans. Such plans must include all reasonable options for consideration by Canada plus the costs and consequences to Canada of taking no remedial action and must also provide a reasonable amount of time for Canada to review these options and obtain any necessary funding authorization.
- b. The Contractor will be prohibited from claiming for any additional costs incurred in remedying a problem not reported as described above in a timely fashion, and will be required to remedy such problems at its own expense.
- c.

17. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise in its ACF Response that resulted in the award of the Contract and if applicable the issuance of Task Authorizations (TAs). The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract and if applicable adding work to it through TA's. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

18. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of up to three months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 10 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

19. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

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Canada¹⁹¹



RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work described in Annex A – Statement of Work.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-andconditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Terms and Conditions

2035 (2014-09-25) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 (2014-09-25) General Conditions - Higher Complexity - Services will not apply to payments made by credit cards.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2.2 SACC Manual Clauses:

K3002C (2008-05-12) - General Conditions – Modifications - Contractor to own IP: No Explicit License Rights for Canada

K3030C (2010-01-11) - General Conditions – Modifications - License to Material Subject to Copyright

3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6

- 3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 3.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.5 The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex B; and
 - b. Industrial Security Manual (Latest Edition).



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6.4 Professional Services Rates

If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

6.5 Purpose of Estimates

All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

6.6 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract. With respect to the amount set out on page one of the Contract, Customs duties are included and applicable taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

6.6.1 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) 2 weeks before the Contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

6.6.2 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

6.7 Method of Payment

6.7.1 Method of Payment - Monthly Payment

Canada will pay the Bidder on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada; and
- (c) the Work performed has been accepted by Canada.

7. Closure of Government Offices

7.1 Where the Bidder, its employees, subBidders, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Bidder for work that otherwise would have been performed if there had been no evacuation or closure.

7.2 If, as a result of any strike or lock-out, the Bidder or its employees, sub-contractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Bidder for work that otherwise would have been performed if the Bidder had been able to gain access to the premises.

8. Invoicing Instructions

8.1 The Bidder must submit invoices in accordance with the section entitled "Invoice Submission" of the general Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.



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detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (b) security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per (ii) (b) below.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
 - (b) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require the Contractor to propose another replacement within five working days' notice.Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Bidder must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

14. Contractor Supplied

The Contractor must furnish the following at no additional cost to the Contract:

- (a) Contract related services that are administrative and management functions necessary to support the Contract, and the hardware, software, and communications systems necessary to interface effectively and efficiently with Canada. These include, but are not limited to: financial management, recruiting, interviewing, training, payroll preparation, travel arrangements, Contract proposal preparation, obtaining security clearances, contracting, and clerical support.
- (b) Office and working space for Contract related services, if necessary.
- (c) Office equipment and expenses necessary to perform Contract related services including: IT and network operations, hardware, software, printing, photocopying, communications, postage, express mail, paper and copying supplies, local and long distance telephone service, and other services, equipment and supplies required in support of the work.

15. Timely Problem Identification

The Contractor must immediately advise the Contracting and Technical Authorities in writing of any and all situations or difficulties that the Contractor considers will have a significant impact upon the scope of the Work, expected technical achievement, delivery schedule, person-power or cost to Canada. Notwithstanding the submission of any such report, the Contractor remains responsible for the completion of the Work in accordance with the terms of the Contract.

- (a) Such reports must include proposed detailed remedial action plans to resolve or alleviate the identified situations or difficulties. The plans must set out the Contractor's detailed estimates of any increase in time,



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ANNEX A – STATEMENT OF WORK

1. TITLE

EPSI – FI-03 Process

2. OBJECTIVES

Assist in developing and executing the FI-03 process in order to meet staffing requirements.

3. BACKGROUND

In order to quickly meet staffing needs when positions become vacant, the Resource Management Division would like to be proactive and start an anticipatory staffing process at the FI-03 level. Resources are currently not available to prepare, develop and execute the staffing process.

4. TASKS

- Review the Statement of Merit Criteria (SoMC)
- Develop, administer and score a written exam to screen candidates
- Assist in the development of interview questions and the rating guide.
- Participate as a board member during the interview process.
- Develop and conduct reference checks.

5. DELIVERABLES

5.1 Review the Statement of Merit Criteria (SoMC):

The Contractor will revise the Department of Justice Canada's draft of the FI-03 SoMC and will also develop a table of specifications which will outline a proposed assessment structured to ensure all merit criteria are adequately assessed during the selection process.

5.2 Develop, administer and score a written exam to screen candidates:

The Contractor will develop an exam based on the essential qualifications related to the FI-03 position and the requirements identified by the Department of Justice Canada representative and/or team and will integrate and administer the Written Exam online.

The Contractor will ensure the following steps during the integration process:

1. Preparation of the integration files.
2. Validation of the content in both French and English.
3. Modification of the test instructions.
4. Quality Assurance on the Written Exam and the Online Testing Platform.

The Contractor will manage the administration of the online exam from the initial invite to the table of results. This process includes:

- Sending the initial invite to the list of candidates which includes all the information needed to complete the online knowledge exam (including date, time and instructions on how to access and use the Online Testing Platform). This invite must be sent at least one week prior to the date of the examination.
- Sending the access code invite that enables candidates to access the Online Testing Platform and the knowledge exam for the process. The Contractor will administer the exam for each candidate on the specified date and time, and in the official language of their choice.
- Identify the candidate's internet connection and system used prior to the examination; this ensures effective system functions, and provides candidates with technical support related to the online testing platform before and during the examination. The Contractor is available to respond to candidates' questions at any time during the process. Any questions about the hiring process will be transferred to the manager of the process, who will handle these specific issues.
- Collecting and storing all completed examinations in a secure and confidential manner.

5.3 Assist in the development of interview questions and the rating guide:

The Contractor will:

- Identify the essential qualifications (competencies) and develop situational and/or behavioral questions that reflect the competencies being assessed.
- Develop detailed and instructive instructions for the candidates and the board members (this includes identifying the preparation, interview and consensus time).



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ANNEX B - SECURITY REQUIREMENTS CHECK LIST



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat Common PS SRCLE3
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Pacific Works and Government Centres Canada	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Consulting Officers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
7. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
7. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. d) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion	As NATO countries Tous les pays de l'OTAN	No release restrictions Aucune restriction relative à la diffusion
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>		
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO D'USAGE RESTREINT <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Department of Justice
Canada

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Canada

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Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat
Common PS SRCL#6
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions. Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COUSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DE FUSION RESTRICTÉE	NATO CONFIDENTIAL NATO CONFIDENTIAL	NATO SECRET	SECRET TOP SECRET COMINT TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Action Renseignements / Opérations																
IT Media / Support IT																
IT User / Utilisateur																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Gouvernement du
CanadaCall-Up Against a Standing Offer
Commande subséquente à une offre à commandes

Page: 1

To: - A: EPSI 6 SAINTE-MARIE ST GATINEAU QC J8Y 2A3 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente Standing offer No. - N° d'offre permanente E60ZN-15TSSO/088/ZN		Contact - Personne-ressource Pordonick, Kayla	Tel. No - N° du Tél. 613-946-9012	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500129110	
Vendor # - N° fournisseur 122985	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 819-771-9078	Fax. No. - N° de télécop. 819-771-7590				Date required - Demandé pour le 03/31/2017	
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00010	-Staffing Consultant FI-03 Process - EPSI Financial Codes Codage financier 0130 - 15 - 3750 - 20050 Amount Montant 22,095.00 The currency of this P.O. is - La devise de ce bon est : CAD				EA	22,095.00	1.00		22,095.00
Delivery Address - Adresse de livraison RESOURCE MANAGEMENT DEPARTMENT OF JUSTICE CANADA ATT: NADINE DESJARDINS 613-957-6499 284 WELLINGTON ST OTTAWA ON K1A 0H8			Invoicing address - Adresse de facturation RESOURCE MANAGEMENT DEPARTMENT OF JUSTICE CANADA ATT: NADINE DESJARDINS 613-957-6499 284 WELLINGTON ST OTTAWA ON K1A 0H8			FOB - FAB FOB Destination		Amount - Montant / CAD 22,095.00	
						Terms of payment - Modalités de paiement Net 30 days		T. taxes - T. taxes / CAD 2,872.35	
								T. Amount - Montant T. / CAD 24,967.35	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulés dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. PR 1000020921 on file Signature Date Approved for the Minister Approuvé pour le Ministre K. Pordonick May 17/16 Signature Date			



RESULTING CONTRACT CLAUSES

1. Statement of Work

The Contractor must perform the Work described in Annex A – Statement of Work.

2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-andconditions-manual>) issued by Public Works and Government Services Canada.

2.1 General Terms and Conditions

2035 (2014-09-25) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 (2014-09-25) General Conditions - Higher Complexity - Services will not apply to payments made by credit cards.

With respect to Article 30 - Termination for Convenience, of General Conditions 2035, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - (a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - (b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

2.2 SACC Manual Clauses:

K3002C (2008-05-12) - General Conditions – Modifications - Contractor to own IP: No Explicit License Rights for Canada

K3030C (2010-01-11) - General Conditions – Modifications - License to Material Subject to Copyright

3. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#6

- 3.1 The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 3.2 The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
- 3.3 The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 3.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 3.5 The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List, attached at Annex B; and
 - b. Industrial Security Manual (Latest Edition).



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4. Term of Contract

4.1 Period of Contract

The Work must be completed in between date of award and March 31, 2017.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kayla Pordonick

Senior Contracting Officer

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-948-2525

Email: Kayla.Pordonick@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Technical Authority

The Technical Authority for the Contract is:

Diane Platt

Director, Resource Management

Department of Justice Canada

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-957-4580

Email: Diane.Platt@justice.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

s.19(1)

Telephone: 819-771-9078

Email: [REDACTED]

6. Payment

6.1 Basis of Payment - Professional Services provided with a Maximum Price

For professional services requested by Canada, Canada will pay the Contractor, in arrears, up to the Maximum Price in the Contract, for actual time worked and any resulting deliverables in accordance with the firm all-inclusive per diem rates set out in the call-up documents, applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday. Estimated Cost: \$22,095.00 (applicable taxes extra)

6.2 Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.3 Additional Charges

The Contractor acknowledges that the Contract has been awarded as a result of a competed Standing Offer. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when responding to an ACF for the Contract.



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6.4 Professional Services Rates

If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract within the time described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole or in part or chooses to exercise any of the rights provided to it under the general conditions, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Corrective Measure Policy (or equivalent) then in effect, which measures may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

6.5 Purpose of Estimates

All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase goods or services in these amounts. Any commitment to purchase specific amounts or values of goods or services is described elsewhere in the Contract.

6.6 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract. With respect to the amount set out on page one of the Contract, Customs duties are included and applicable taxes are included. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.

6.6.1 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:

- (a) it is 75 percent committed, or
- (b) 2 weeks before the Contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

6.6.2 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

6.7 Method of Payment

6.7.1 Method of Payment - Monthly Payment

Canada will pay the Bidder on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada; and
- (c) the Work performed has been accepted by Canada.

7. Closure of Government Offices

7.1 Where the Bidder, its employees, subBidders, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Bidder for work that otherwise would have been performed if there had been no evacuation or closure.

7.2 If, as a result of any strike or lock-out, the Bidder or its employees, sub-contractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Bidder for work that otherwise would have been performed if the Bidder had been able to gain access to the premises.

8. Invoicing Instructions

8.1 The Bidder must submit invoices in accordance with the section entitled "Invoice Submission" of the general Conditions. Invoices cannot be submitted until all work identified in the invoice is completed.



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Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed; and
- (b) a copy of the release document and any other documents as specified in the Contract.

8.2 Invoices must be distributed as follows:

The original and one copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Insurance requirement

9.1 Insurance requirement for all Categories listed in Stream 1, Stream 2, Stream 3 and/or Stream 4 as applicable to the offered services are set out in the Standing Offer:

9.1.1 The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

10. Certifications

Compliance with the certifications provided by the Contractor is a condition of the Contract and subject to verification by Canada during the entire period of the Contract. In the event that the Contractor does not comply with any certification or that it is determined that any certification made by the Contractor in its offer is untrue, whether made knowingly or unknowingly, the Contracting Authority has the right to terminate the Contract for default.

11. SACC Manual Clauses

The following clauses set out in the SACC Manual will form part of the Contract:

Number	Date	Description
C0705C	2010-01-11	Discretionary Audit
A9117C	2007-11-30	T1204 - Direct Request
C0711C	2008-05-12	Time Verification
B9028C	2007-05-25	Access to Facilities and Equipment
A9068C	2010-01-11	Government Site Regulations
A2000C	2006-06-16	Foreign Nationals (Canadian Contractor)

12. Reorganization of Identified User

The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Identified User. The reorganization, reconfiguration and restructuring of the Identified User includes the privatization of the Identified User, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Identified User. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.

13. Professional Services

13.1 Requirement for Training and Familiarization

Any training required by personnel to perform specific assignments will be on the Contractor time and expense. Canada will not provide technology training. Canada will, wherever possible, provide standards, policies, guidelines and appropriate documentation to describe how the application systems are designed and configured, as well as other assistance needed to help the Bidder's personnel to work on application systems.

13.2 Professional Services - General

(a) The Contractor must provide professional services on request as specified in this Contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

(b) If the Contractor fails to deliver any deliverable or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days.



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detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.

(c) In General Conditions 2035, the Article titled "Replacement of Specific Individuals" is deleted and the following applies instead:

- (i) If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - (a) the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - (b) security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per (ii) (b) below.

- (ii) Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - (a) exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor", or
 - (b) assess the information provided under (c) (i) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (ii) (a) above, or require the Contractor to propose another replacement within five working days' notice.Where an Excusable Delay applies, Canada may require (c) (ii) (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

(iii) The Bidder must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

(iv) The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

14. Contractor Supplied

The Contractor must furnish the following at no additional cost to the Contract:

- (a) Contract related services that are administrative and management functions necessary to support the Contract, and the hardware, software, and communications systems necessary to interface effectively and efficiently with Canada. These include, but are not limited to: financial management, recruiting, interviewing, training, payroll preparation, travel arrangements, Contract proposal preparation, obtaining security clearances, contracting, and clerical support.
- (b) Office and working space for Contract related services, if necessary.
- (c) Office equipment and expenses necessary to perform Contract related services including: IT and network operations, hardware, software, printing, photocopying, communications, postage, express mail, paper and copying supplies, local and long distance telephone service, and other services, equipment and supplies required in support of the work.

15. Timely Problem Identification

The Contractor must immediately advise the Contracting and Technical Authorities in writing of any and all situations or difficulties that the Contractor considers will have a significant impact upon the scope of the Work, expected technical achievement, delivery schedule, person-power or cost to Canada. Notwithstanding the submission of any such report, the Contractor remains responsible for the completion of the Work in accordance with the terms of the Contract.

- (a) Such reports must include proposed detailed remedial action plans to resolve or alleviate the identified situations or difficulties. The plans must set out the Contractor's detailed estimates of any increase in time,



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consultants and cost to effect such plans. Such plans must include all reasonable options for consideration by Canada plus the costs and consequences to Canada of taking no remedial action and must also provide a reasonable amount of time for Canada to review these options and obtain any necessary funding authorization.

(b) The Contractor will be prohibited from claiming for any additional costs incurred in remedying a problem not reported as described above in a timely fashion, and will be required to remedy such problems at its own expense.

16. Representations and Warranties

The Contractor made statements regarding its own and its proposed resources' experience and expertise that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

17. Transition Period

The Contractor acknowledges that the nature of the services provided under the Contract requires continuity and that a transition period may be required at the end of the Contract. The Contractor agrees that Canada may, at its discretion, extend the Contract by a period of up to three months under the same conditions to ensure the required transition. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. The Contracting Authority will advise the Contractor of the extension by sending a written notice to the Contractor at least 10 calendar days before the contract expiry date. The extension will be evidenced for administrative purposes only, through a contract amendment.

18. Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor's Representatives) complies with the following self-identification requirements:

- (a) Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- (b) During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- (c) If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- (d) If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- (e) In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.



ANNEX A – STATEMENT OF WORK

1. TITLE

EPSI – FI-03 Process

2. OBJECTIVES

Assist in developing and executing the FI-03 process in order to meet staffing requirements.

3. BACKGROUND

In order to quickly meet staffing needs when positions become vacant, the Resource Management Division would like to be proactive and start an anticipatory staffing process at the FI-03 level. Resources are currently not available to prepare, develop and execute the staffing process.

4. TASKS

- Review the Statement of Merit Criteria (SoMC)
- Develop, administer and score a written exam to screen candidates
- Assist in the development of interview questions and the rating guide.
- Participate as a board member during the interview process.
- Develop and conduct reference checks.

5. DELIVERABLES

5.1 Review the Statement of Merit Criteria (SoMC):

The Contractor will revise the Department of Justice Canada's draft of the FI-03 SoMC and will also develop a table of specifications which will outline a proposed assessment structured to ensure all merit criteria are adequately assessed during the selection process.

5.2 Develop, administer and score a written exam to screen candidates:

The Contractor will develop an exam based on the essential qualifications related to the FI-03 position and the requirements identified by the Department of Justice Canada representative and/or team and will integrate and administer the Written Exam online.

The Contractor will ensure the following steps during the integration process:

1. Preparation of the integration files.
2. Validation of the content in both French and English.
3. Modification of the test instructions.
4. Quality Assurance on the Written Exam and the Online Testing Platform.

The Contractor will manage the administration of the online exam from the initial invite to the table of results. This process includes:

- Sending the initial invite to the list of candidates which includes all the information needed to complete the online knowledge exam (including date, time and instructions on how to access and use the Online Testing Platform). This invite must be sent at least one week prior to the date of the examination.
- Sending the access code invite that enables candidates to access the Online Testing Platform and the knowledge exam for the process. The Contractor will administer the exam for each candidate on the specified date and time, and in the official language of their choice.
- Identify the candidate's internet connection and system used prior to the examination; this ensures effective system functions, and provides candidates with technical support related to the online testing platform before and during the examination. The Contractor is available to respond to candidates' questions at any time during the process. Any questions about the hiring process will be transferred to the manager of the process, who will handle these specific issues.
- Collecting and storing all completed examinations in a secure and confidential manner.

5.3 Assist in the development of interview questions and the rating guide:

The Contractor will:

- Identify the essential qualifications (competencies) and develop situational and/or behavioral questions that reflect the competencies being assessed.
- Develop detailed and instructive instructions for the candidates and the board members (this includes identifying the preparation, interview and consensus time).



- Develop a detailed and descriptive rating guide that accurately reflects the competencies being assessed, the context of the question, and the indicators related to the expected responses. This provides standardization and increased the validity of the process. The Contractor is able to develop and update a structured interview scheduling document to ensure that human resources are appropriately scheduled and time is efficiently utilized. This document will be used to inform board members of their interviews and facilitate the coordination of availability.
- Contact candidates to inform them of their interview date and time and confirm their availability

5.4 Participate as a board member during the interview process:

The Contractor will participate as a board member during the interview process to ensure the integrity, standardization and efficiency of the interview process.

5.5 Develop and conduct reference checks

The Contractor will be required to schedule and conduct reference checks over the phone. Reference checks are an important validation assessment used in selection processes. These checks assist in the confirmation of the information provided. Past and current supervisors will be able to provide valuable insight and examples of how the candidate demonstrated, or lacked to demonstrate, job related competencies.

6. AUTHORIZED TRAVEL AND LIVING EXPENSES

Department of Justice will not pay for any travel or living expenses associated with performing the Work.

7. LANGUAGE OF WORK

Work will be performed and delivered in both French and English.

8. LOCATION OF WORK

Interviews and meetings will be held at 284 Wellington. All other work can be done off premises.



Department of Justice
Canada

Ministère de la Justice
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Call-Up # 4500129110
EPSI - FI-03 Selection Process

ANNEX B - SECURITY REQUIREMENTS CHECK LIST



Government
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du Canada

Contract Number / Numéro du contrat
Common PS SRCLs
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE	
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements	
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis	
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès	
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>
Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion	
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	A. NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	
Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of information / Niveau d'information	
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO CONFIDENTIEL <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>
	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
	SECRET <input type="checkbox"/>
	TOP SECRET <input type="checkbox"/>
	TRÈS SECRET <input type="checkbox"/>
	TOP SECRET (SIGINT) <input type="checkbox"/>
	TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Department of Justice / Ministère de la Justice
Canada

Call-Up # 4500129110
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Gouvernement du Canada

Contract Number / Numéro du contrat
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Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive (INFOSEC) information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Short title(s) of material / Titre(s) abrégé(s) du matériel:

Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/17)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Call-Up # 4500129110
EPSI - FI-03 Selection Process



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Contract Number / Numéro du contrat
Common PS SRCL#s
Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / "CONFIDENTIEL"	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DE L'ALLIANCE RESTREINT	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMMON TOP SECRET / COMMUN TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Infos																
Requirements / Besoins																
IT Media / Support IT																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente L'ERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente L'ERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Government of
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CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To: - A:		PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Beauvais-Lefort, M	Tel. No - N° du Tél. 613-952-2243	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130590	
DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA		Standing offer No. - N° d'offre permanente EN578-060502/122/ZT					Order date Date de la demande 10/18/2016	
Vendor # - N° fournisseur 103357	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 613-567-8886	Fax. No. - N° de télécop. 613-567-8822			Date required - Demandé pour le 09/21/2016	
Item No. Article n°	Description Description			U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00010	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02). -Temp Help - Administrative			HR	255.000	19.34		4,931.70

Approved by Approuver par Daniele Menard		Name of referral Personne référée Sylvie Legault		Contact person Personne contact	Classification Classification Administrative Services Administrative Services	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 255	Over Time Heures supplémentaires No	Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 12/02/2016	

Delivery Address - Adresse de livraison YOUTH JUSTICE & SERVICES DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	Invoicing address - Adresse de facturation YOUTH JUSTICE & SERVICES DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB - FAB FOB Destination	Amount - Montant / CAD 4,931.70
		Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 641.12
			T. Amount - Montant T. / CAD 5,572.82

Special Instructions - Instructions spéciales
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection 32(1) of Financial Administration Act
 Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.

Signature Mélodie Beauvais-Lefort		Date 2016-10-18
Approved for the Minister Approuvé pour le Ministre		
Signature Mélodie Beauvais-Lefort		Date 2016-10-18

MELODIE BEAUVAIS LEFORT

Canac 000210

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

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Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
	<p>The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to December 2, 2016.</p> <p>Language Required: Bilingual</p> <p>Security: Secret</p> <p>Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON</p> <p>Start & End Date: October 11, 2016 to December 2, 2016</p> <p>Duration: 285 hours</p> <p>Number of Hours per week: 37.5 / Week</p> <p>Overtime: No</p> <p>Travel & Living: No</p> <p>The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to:</p> <p>Make travel arrangements for conferences and meetings through HRG system;</p> <p>Arrangements for new employees (workstation, security);</p> <p>Review formatting of various for adherence to departmental guidelines; and</p> <p>assist in the scheduling and organization of meetings and in collecting background information and documentation;</p> <p>Be able to lift heavy boxes;</p> <p>Act as back-up for the executive assistant (AS-02).</p> <p>Mandatory Criteria:</p> <p>Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Word, MS PowerPoint);</p> <p>Recent experience with HRG system for travel arrangements.</p> <p>Financial Codes Codage financier</p> <p>3601 -74000 - 15 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD
4,931.70
T. taxes - T. taxes / CAD
641.12
T. Amount - Montant T. / CAD
5,572.82

000211

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Page: 1

To: - A: DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Beauvais-Lefort, M	Tel. No - N° du Tél. 613-952-2243	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130590
			Standing offer No. - N° d'offre permanente EN578-060502/122/ZT		Amendment No. - N° de la modification 001		Previous Value - Valeur précédente 4,931.70	
Vendor # - N° fournisseur 103357		Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. 613-567-8886	Fax. No. - N° de télécop. 613-567-8822	Inc./Dec. - Aug./Dim. 6,527.25		Revised value - Montant révisé 11,458.95
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc
00010	<p>Amd 001 - The purpose of this amendment is to extend Temp help until February 3, 2017</p> <p>*** Text changed ***</p> <p>-Temp Help - Administrative</p> <p>Delivery date - Date de livraison Day 09/21/2016</p> <p>The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001.</p> <p>Language Required: Bilingual</p>				HR	255.000	19.34	4,931.70

Approved by Approuver par Daniele Menard		Name of referral Personne référée s.19(1)		Contact person Personne contact	Classification Classification Administrative Services Administrative Services	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 255	Over time Heures supplémentaires No	Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 02/03/2017	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination	Amount - Montant / CAD 11,458.95
				Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 1,489.66
					T. Amount - Montant T. / CAD 12,948.61
<p>Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.</p> <p>Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.</p> <p>Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.</p> <p>Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.</p>				<p>Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.</p> <p>PR ON FILE 1000021674</p> <p>Signature _____ Date _____</p> <p>Approved for the Minister Approuvé pour le Ministre</p> <p><i>[Signature]</i> NOV 29 2016</p> <p>Signature _____ Date _____</p> <p><i>[Signature]</i> NOV 29 2016</p> <p>Can 000212</p>	



Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	*** New item *** Financial Codes Codage financier 3601 -74000 - 15 -1100 =====					
	The currency of this P.O. is - La devise de ce bon est : CAD =====					

Amount - Montant / CAD
12,687.04
T. taxes - T. taxes / CAD
1,649.31
T. Amount - Montant T. / CAD
14,336.35



Government of
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Canada

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Released under the Access to Information Act /
Divulgué(s) en vertu de la Loi sur l'accès à l'information.

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To: - A: DYNAMIC PERSONNEL CONSULTANTS 420 O'CONNOR ST UNIT 1400 OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Morones, Oliver		Tel. No - N° du Tél. 613-952-3689		Fax. No. - N° de télécop.		Order No. N° de la demande 4500130590		
			Standing offer No. - N° d'offre permanente EN578-060502/122/ZT		Amendment No. - N° de la modification 002		Previous Value - Valeur précédente 11,458.95		Admend Date Date de la demande 01/23/2017				
Vendor # - N° fournisseur 103357		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 613-567-8886		Fax. No. - N° de télécop. 613-567-8822		Inc./Dec. - Aug./Dim. 1,228.09		Revised value - Montant révisé 12,687.04	
Date required - Demandé pour le													
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price .Prix prévu			
00010	<p>Amd 002 - The purpose of this amendment is to extend Temp help until March 3th, 2017 and add 63.5 hrs</p> <p>*** Text changed ***</p> <p>-Temp Help - Administrative</p> <p>Delivery date - Date de livraison Day 09/21/2016</p> <p>The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section (YJSIS) from October 11, 2016 to February 3rd, 2017 as per Amendment change 001.</p> <p>Language Required: Bilingual</p>					HR	255.000	19.34		4,931.70			

Approved by Approuver par Daniele Menard		Name of referral Personne référée s.19(1)		Contact person Personne contact		Classification Classification Administrative Services Administrative Services		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual		Hours of work Heures de travail 255		Over time Heures supplémentaires No		Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 10/19/2016 To: 03/03/2017	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination		Amount - Montant / CAD 12,687.04	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 1,649.31	
						T. Amount - Montant T. / CAD 14,336.35	

<p>Special Instructions - Instructions spéciales</p> <p>To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.</p> <p>Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.</p> <p>Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.</p> <p>Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.</p>				<p>Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.</p> <p>PR ON FILE 1000021674</p> <p>Signature _____ Date _____</p> <p>Approved for the Minister Approuvé pour le Ministre</p> <p>Signature <i>Mario Lacroix</i> Date JAN 23, 2017</p> <p>MARIO LACROIX</p>			
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Canada 000214

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Page: 2

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
00020	<p>Security: Secret Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to February 3rd, 2017) Duration: 285 hours Number of Hours per week: 37.5 / Week Overtime: No Travel & Living: No The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to: Make travel arrangements for conferences and meetings through HRG system; Arrangements for new employees (workstation, security); Review formatting of various for adherence to departmental guidelines; and assist in the scheduling and organization of meetings and in collecting background information and documentation; Be able to lift heavy boxes; Act as back-up for the executive assistant (AS-02). Mandatory Criteria: Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Word, MS PowerPoint); Recent experience with HRG system for travel arrangements.</p> <p>-Temp Help - Extension Delivery date - Date de livraison Day 02/03/2017</p> <p>Amendment #1 The purpose of this amendment to extend Temp Help contract until February 3rd, 2017.</p>	HR	337.500	19.34		6,527.25
00030	<p>-Temp. Help - Extend of end date Delivery date - Date de livraison Day 03/03/2017</p> <p>Amendment #2 The purpose of this amendment is to extend Temp Help contract 4500130590 until March 3rd and this is because we still haven't found someone to fill the AS-01 position.</p>	HR	63.500	19.34		1,228.09

Amount - Montant / CAD
12,687.04
T. taxes - T. taxes / CAD
1,649.31
T. Amount - Montant T. / CAD
14,336.35

000215

Call-Up Against a Standing Offer Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Order No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD
11,458.95
T. taxes - T. taxes / CAD
1,489.66
T. Amount - Montant T. / CAD
12,948.61

Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes ModificationOrder No.
N° de la demande
4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
00020	<p>Security: Secret Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to February 3rd, 2017) Duration: 285 hours Number of Hours per week: 37.5 / Week Overtime: No Travel & Living: No The incumbent will be required to assist the manager in the provision of administrative support services. Responsibilities include to: Make travel arrangements for conferences and meetings through HRG system; Arrangements for new employees (workstation, security); Review formatting of various for adherence to departmental guidelines; and assist in the scheduling and organization of meetings and in collecting background information and documentation; Be able to lift heavy boxes; Act as back-up for the executive assistant (AS-02). Mandatory Criteria: Recent experience in using Microsoft Office (i.e. MS Outlook, MS excel, MS Word, MS PowerPoint); Recent experience with HRG system for travel arrangements.</p> <p>*** Text changed ***</p> <p>-Temp Help - Extension</p> <p>Delivery date - Date de livraison Day 02/03/2017</p> <p>Amendment #1 The purpose of this amendment to extend Temp Help contract until February 3rd, 2017.</p> <p>*** New Item ***</p> <p>Financial Codes Codage financier 3601 -74000 - 15 -1100</p>	HR	337.500	19.34		6,527.25

Amount - Montant / CAD	11,458.95
T. taxes - T. taxes / CAD	1,489.66
T. Amount - Montant T. / CAD	12,948.61

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To: - A:		PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Latouche, Janie		Tel. No - N° du Tél. 613-946-9012		Fax No. - N° de télécop.		Order No. N° de la demande 4500128188	
MAXSYS 173 DALHOUSIE ST OTTAWA ON K1N 7C7 CANADA		Standing offer No. - N° d'offre permanente EN578-060502/127/ZT								Order date Date de la demande 03/29/2016	
Vendor # - N° fournisseur 118430		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 819-956-1678		Fax No. - N° de télécop. 613-241-6742		Date required - Demandé pour le 04/01/2016	
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
00010	Main Tasks will include: - Make travel arrangements for conferences and meetings through HRG system; - Make arrangements for new employees (workstation, security); - Review formatting of various documents for adherence to departmental guidelines; - Assist in the scheduling and organization of meetings and in collecting background information and documentation; - Act as back-up for the executive assistant. -Temp Help-Administrative Serv					s.19(1) HR	523.000	14.91		7,797.93	

Approved by Approuver par Danièle Ménard		Name of referral Personne référée		Contact person Personne contact		Classification Classification Intermediate - Administrative		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual - French &		Hours of work Heures de travail 523 hours		Over Time Heures supplémentaires N/A		Reason call-ups Motif A position is vacant and staffing action is being completed		Period of Contract Période du contrat From: 04/01/2016 To: 07/30/2016	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE LEGAULT 613-954-3431 1462 360 ALBERT ST. 14TH FLOOR OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE LEGAULT 613-954-3431 1462 360 ALBERT ST. 14TH FLOOR OTTAWA ON K1A 0H8		FOB - FOB FOB Destination		Amount - Montant / CAD 7,797.93	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 1,013.73	
						T. Amount - Montant T / CAD 8,811.66	

Special Instructions - Instructions spéciales
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.	
 Signature Date	
Approved for the Minister Approuvé pour le Ministre	
 Signature Date	


Order No.
N° de la demanda
4500128188



Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<div>Financial Codes . Amount</div> <div>Codage financier Montant</div> <div>3601 -74000 - 15 -1100</div> <div>=====</div> <div>The currency of this P.O. is - La devise de ce bon est : CAD</div> <div>=====</div>					

Amount - Montant / CAD	7,797.93
T. taxes - T. taxes / CAD	1,013.73
T. Amount - Montant T. / CAD	8,811.66

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To: - A: ALTIS HR 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Beauvais-Lefort, M		Tel. No. - N° du Tél. 613-952-2243		Fax. No. - N° de télécop. 613-960-4956		Order No. N° de la demande 4500129371		
			Standing offer No. - N° d'offre permanente E60ZN-110002/022/ZN								Order date Date de la demande 06/10/2016		
Vendor # - N° fournisseur 123940		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél. 613-230-5393		Fax. No. - N° de télécop. 613-230-1623				Date required - Demandé pour le 06/13/2016	
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu			
00010	Call-up against Standing Offer E60ZN-110002/022/ZN From: June 13th. 2016 to August 5th, 2016 Resource:  Security: Secret s.19(1) -Executive Assistant Financial Codes Codage financier 3601 -11050 - 15 -4010					HR	285.000	19.29		5,497.65			
						Amount Montant							

Approved by Approuver par Lea Mackenzie		Name of referral Personne référée 		Contact person Personne contact 		Classification Classification Senior / Executive Assistant		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual		Hours of work Heures de travail 285		Over Time Heures supplémentaires Yes		Reason call-ups Motif When a public servant is absent for a temporary period of time		Period of Contract Période du contrat From: 06/13/2016 To: 08/05/2016	

Delivery Address - Adresse de livraison MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation MINISTER'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: Danielle Vaillancourt 960-1138 284 WELLINGTON, EMB-4147B OTTAWA ON K1A 0H8		FOB - FAS FOB Destination DD NET 30 DAYS		Amount - Montant / CAD 5,497.65	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 714.69	
						T. Amount - Montant / CAD 6,212.34	

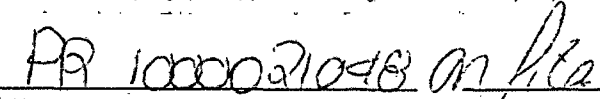
Special Instructions - Instructions spéciales
To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.

Au fournisseur: Votre offre à commandes mentionnées ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

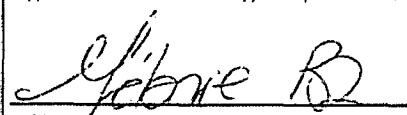
Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code.

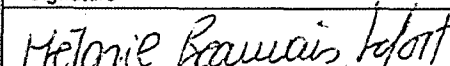
Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.

Certified pursuant to subsection 32(1) of Financial Administration Act
Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.


Signature Date

Approved for the Minister Approuvé pour le Ministre


Signature Date

 **Canada** 000220



Government of
Canada

Gouvernement du
Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No.
N° de la demande
4500129371

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD
5,497.65
T. taxes - T. taxes / CAD
714.69
T. Amount - Montant T. / CAD
6,212.34

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 1

To: - A: EXCEL HUMAN RESOURCES 300-102 BANK ST OTTAWA ON K1P 5N4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Pordonick, Kayla	Tel. No - N° du Tél. 613-946-9012	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500129936
			Standing offer No. - N° d'offre permanente E60ZN-110002/046/ZN					Order date Date de la demande 08/16/2016
Vendor # - N° fournisseur 100970	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél. (613) 230-5393	Fax. No. - N° de télécop. 613) 230-1623				Date required - Demandé pour le 11/10/2016
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc
	DUTIES Will include, but are not limited to: - Examining HTML pages to ensure 100% compliance with WCAG standards - Coding pages in HTML5 - Using WET3 and WET4 CSS for formatting of HTML pages - Applying WET3 and WET4 templates - Posting media, such as video, on the web ensuring full WCAG compliance - Working with HTML editors such as Dreamweaver - Manipulating images (crop, resize, add/remove layers) using Photoshop or <div style="text-align: right;">s.19(1)</div>							

Approved by Approuver par Jennifer Buffam		Name of referral Personne référée	Contact person Personne contact	Classification Classification Technical Services Computer, Website Support	Clearance Côte sécuritaire Reliability
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 7.5 hours/day	Over Time Heures supplémentaires No	Reason call-ups Motif Where there is a requirement for additional staff during a temporary	Period of Contract Période du contrat From: 08/17/2016 To: 11/10/2016	

Delivery Address - Adresse de livraison COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNES (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8	Invoicing address - Adresse de facturation COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNES (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8	FOB - FAB FOB Destination	Amount - Montant / CAD 0.00
		Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 0.00
			T. Amount - Montant T. / CAD 0.00
Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. <div style="display: flex; justify-content: space-between;"> <div>PR 1000021414 Signature</div> <div>on file Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Approved for the Minister Approuvé pour le Ministre Signature</div> <div>aug 16/16 Date</div> </div>			

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No.
N° de la demande
4500129936

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
00010	Illustrator					
	- Applying Government of Canada Web Standards, including:					
	o Accessibility					
	o Usability					
	o Mobile Devices					
	- Validating webpages using W3C Markup Validation Tool					
00020	Bilingual	EA	450.00	22.96		10,332.00
	- English	EA	450.00	20.99		9,445.50
	Financial Codes					
	Codage financier					
	3601 -17022 - 15 -4040 s.19(1)					
	=====					
	The currency of this P.O. is - La devise de ce bon est : CAD					
	=====					
Amount - Montant / CAD						19,777.50
T. taxes - T. taxes / CAD						2,571.08
T. Amount - Montant T. / CAD						22,348.58

000223

Government of
CanadaGouvernement du
CanadaCall-Up Against a Standing Offer for Temporary Help
Con. commande subséquente à une offre commerciale pour de l'aide temporaire

Page: 1

To: - A:		PST N° - N° du TPS As per standing offer Selon l'offre permanente		Contact - Personne-ressource Bedard, Jade		Tel. No - N° du Tél. 613-946-9012		Fax. No. - N° de télécop. 613-960-4956		Order No. N° de la demande 4500130497	
ASSOCIATES GROUP OF COMPANIES (THE) 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA		Standing offer No. - N° d'offre permanente E60ZN-110002/123/ZN								Order date Date de la demande 10/06/2016	
Vendor # - N° fournisseur 103045		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No - N° du Tél.		Fax. No. - N° de télécop.		Date required - Demandé pour le 09/21/2016	
Item No. Article n°	Description Description					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu	
00010	Duties: - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; - Be able to lift heavy boxes; - Act as back-up for the executive assistant (AS-02). s.19(1) -Temp Help - Administrative					HR	285.000	19.20		5,472.00	

Approved by Approuver par Daniele Menard		Name of referral Personne référée [REDACTED]		Contact person Personne contact [REDACTED]		Classification Classification Advanced Administrative		Clearance Côte sécuritaire Secret	
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 285	Over time Heures supplémentaires N/A	Reason call-ups Motif A position is vacant and staffing action is being completed.				Period of Contract Période du contrat From: 10/11/2016 To: 12/02/2016		

Delivery Address - Adresse de livraison YOUTH JUSTICE & SERVICES DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation YOUTH JUSTICE & SERVICES DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8		FOB - FAB FOB Destination		Amount - Montant / CAD 5,472.00	
				Terms of payment - Modalités de paiement DD NET 30 DAYS		T. taxes - T. taxes / CAD 711.36	
						T. Amount - Montant T. / CAD 6,183.36	
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up. Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes. Invoices are to be distributed in accordance with the instructions in the standing offer and/or detailed above. All invoices shall show the standing offer number and financial code. Distribuer les factures selon les instructions énoncées dans l'offre à commandes et (ou) ci-haut. Toutes les factures doivent porter le numéro de référence de l'offre et le code financier.				Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. Signature Date			
				Approved for the Minister Approuvé pour le Ministre Signature Date 2016-10-07			
				HELAINE BLAWAIS LEFORT Can 000224			

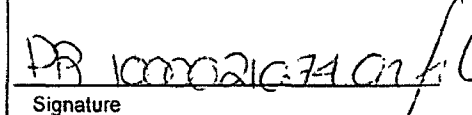
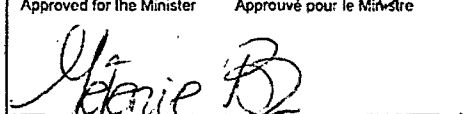
Call-Up Against a Standing Offer for Temporary Help Amendment
Commande subséquente à une offre à commandes Modification

Page: 1

To: - A - ASSOCIATES GROUP OF COMPANIES (THE) 1600-420 O'CONNOR ST OTTAWA ON K2P 1W4 CANADA			PST N° - N° de TPS As per standing offer Selon l'offre permanente	Contact - Personne-ressource Bedard, Jade	Tel. No - N° du Tél. 613-946-9012	Fax. No. - N° de télécop. 613-960-4956	Order No. N° de la demande 4500130497		
			Standing offer No. - N° d'offre permanente E60ZN-110002/123/ZN	Amendment No. - N° de la modification 001	Previous Value - Valeur précédente 5,472.00		Admend Date Date de la demande 10/18/2016		
Vendor # - N° fournisseur 103045	Contact Name - Nom du contact	Acc # - N° comp.	Tel. No - N° du Tél.	Fax. No. - N° de télécop.	Inc /Dec. - Aug /Dim.	Revised value - Montant révisé 576.00	Date required - Demandé pour le 09/21/2016		
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	<p>Call-up Cancelled as the resource did not met the mandatory requirement of being able to use the travel system. She worked 3 days at 7.5 hours and came in one day and the client sent her back home, so we will keep an extra day as the company can charge us for this day. Duties:</p> <ul style="list-style-type: none"> - Make travel arrangements for conferences through HRG System; - Arrangements for new employees (workstation, security); - Review formatting of various adherence to departmental guidelines; and background information and documentation; 					s.19(1)			

Approved by Approuver par Daniele Menard		Name of referral Personne référée		Contact person Personne contact	Classification Classification Advanced Administrative	Clearance Côte sécuritaire Secret
Language requirements Exigences linguistiques Bilingual	Hours of work Heures de travail 285	OverTime Heures supplémentaires N/A	Reason call-ups Motif A position is vacant and staffing action is being completed.		Period of Contract Période du contrat From: 10/11/2016 To: 12/02/2016	

Delivery Address - Adresse de livraison YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	Invoicing address - Adresse de facturation YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045 360 WELLINGTON ST OTTAWA ON K1A 0H8	FOB - FAB FOB Destination	Amount - Montant / CAD 576.00
		Terms of payment - Modalités de paiement DD NET 30 DAYS	T. taxes - T. taxes / CAD 74.88
			T. Amount - Montant T. / CAD 650.88

Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques.	
Signature 	Date 2016-10-18
Approved for the Minister / Approuvé pour le Ministre 	
Signature MARIE BEAUREGARD	

Call-up 4500130590 has been made
to replace this one / see file 4500130590
for the entire file
Sharepoint 1000021674_4500130590



Government of
Canada

Gouvernement du
Canada

Call-Up Against a Standing Offer for Temporary Help
Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No.
N° de la demande
4500130497

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu
	<p>Financial Codes Codage financier</p> <p>3601 -74000 - 15 -1100</p> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p> <p>=====</p>					

Amount - Montant / CAD	5,472.00
T. taxes - T. taxes / CAD	711.36
T. Amount - Montant T. / CAD	6,183.36

000226



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Call-Up Against Standing Offer
Commande subséquente à une offre à commandes

Page: 1

To: - À: IMPACT COACHING INC 457 EDISON AVE OTTAWA ON K2A 1S5 CANADA		Validity Date / Période Valable From/De: 11/23/2016 To/A: 03/31/2017		Contact - Personne-ressource Shah, Rizwan		Tel. No. - N° du Tél. 613-960-4881		Fax. No. - N° de télécop.		Order No. N° de la demande 4500130995		
		Standing offer No. - N° d'offre permanente E602T-120001/561/ZT								Order date Date de la demande 11/23/2016		
Vendor # - N° fournisseur 116312		Contact Name - Nom du contact		Acc. # - N° comp.		Tel. No. - N° du Tél. 613-730-6204		Fax. No. - N° de télécop.		Date required - Demandé pour le 11/21/2016		
Item No. Article n°	Description Description				U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext. Price Prix prévu			
00010	Coaching services for [REDACTED] Coaching Services [REDACTED] Impact Services Inc. Coaching Services for [REDACTED] Cost: \$250/hour A 2 hour program will cost \$500.00 (plus HST). Financial Codes Codage financier 3750 - 77000 - - 15 - 1125 Amount Montant 500.00 The currency of this P.O. is - La devise de ce bon est : CAD				EA	[REDACTED]	s.19(1) s.20(1)(c)		500.00			
Delivery Address - Adresse de livraison ABORIGINAL JUSTICE DIRECTORATE DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE RENAUD (613-946-6614) 6296-284 WELLINGTON ST OTTAWA ON K1A 0H8		Invoicing address - Adresse de facturation ABORIGINAL JUSTICE DIRECTORATE DEPARTMENT OF JUSTICE CANADA ATT: NATHALIE RENAUD (613-946-6614) 6296-284 WELLINGTON ST OTTAWA ON K1A 0H8				FOB - FAB FOB Destination Terms of payment - Modalités de paiement DD NET 30 DAYS		Amount - Montant / CAD 500.00 T. taxes - T. taxes / CAD 65.00 T. Amount - Montant T. / CAD 565.00				
Special Instructions - Instructions spéciales To the Supplier: Your standing offer referred to above is hereby accepted as follows: You are required to supply the goods and/or services shown above at the prices or pricing basis and in accordance with the other terms and conditions stated in the standing offer. Only goods and services included in the standing offer shall be supplied against this call-up. Each shipment shall be accompanied by a packing slip or delivery slip. All invoices, shipping bills and packing slips must show the order number. Au fournisseur: Votre offre permanente, dont le numéro figure ci-haut, est acceptée selon les modalités suivantes: Vous êtes prié de fournir les biens ou services indiqués ci-haut aux prix ou selon les modalités de prix et en conformité des autres conditions stipulées dans l'offre permanente. Ne seront fournis en vertu de la présente commande que les biens et services figurant dans l'offre permanente. Chaque envoi sera accompagné d'un bordereau d'emballage ou d'expédition. Les factures, connaissements et bordereaux d'emballage doivent tous porter le numéro de la demande.						Certified pursuant to subsection 32(1) of Financial Administration Act Certifié en vertu du paragraphe 32(1) de la Loi sur la gestion des finances publiques. Signature: [Signature] Date: [Date] Approved for the Minister / Approuvé pour le Ministre Signature: [Signature] Date: NOV 23 2016 APRIS CA-CA-12						

Canada

**ProServices
Medium Complexity (MC)
For Directed Contracts below 25K**

Resulting Contract Clauses
E60ZT-120001/561/ZT

1. Security Requirements

There is no security requirement associated with this bid solicitation.

2. Statement of Work

The Work to be performed is detailed under Annex A, Statement of Work, of the resulting contract clauses.

3. Standard Instructions and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

4. General Conditions

The 2004 (2016-04-04) Standard Instructions - Goods or Services - Non-competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

5. Term of Contract

5.1 Period of the Contract

The Work is to be performed at Contract Award to March 31st, 2017.

6. Authorities

6.1 Contracting Authority

Rizwan Shah
Contracting and Materiel Officer
Department of Justice Canada
284 Wellington Street – EMB 1233
Ottawa, ON K1A 0H8
Telephone: 613-960-4881
E-mail address: Rizwan.shah@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority

Karolyn Lui
Director
Department of Justice Canada
284 Wellington Street

11

Department of Justice / Ministère de la Justice
Canada

Requisition #1000022002

Ottawa, Ontario K1A 0H8

Telephone: 613-946-6903

Fax: 613-957-4697

E-mail address: karolyn.lui@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative

Fiona Stott

Impact Coaching Inc.

457 Edison Avenue

Ottawa, Ontario K2A 1S5

Telephone: 613-730-8141

E-mail: [REDACTED]

s.19(1)

7. Payment

s.20(1)(c)

7.1 Basis of Payment - Limitation of Expenditure

Basis of Payment - Professional Fees

Resource: Fiona Stott

Per Hour Rate: [REDACTED]

Level of Effort: [REDACTED]

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$500.00. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment - Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;

- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 11 – Payment Period and Article 12 - Interest on Overdue Accounts, set out in 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) - Services forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 11 – Payment Period and Article 12 - Interest on Overdue Accounts, set out in 2029 (2016-04-04), General Conditions – Goods or Services (Low Dollar Value) - Services forming part of this Contract will not apply, until the Contractor corrects the matter.

7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. A copy of time sheets to support the time claimed

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

8.1 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Certifications - Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the General Conditions 2029 General Conditions – Good or Services (Low Dollar Value)
- c. Annex A, Statement of Work;
- d. Annex B, Security requirement check list (SRCL)
- e. Supply Arrangement Number E60ZT-120001/561/ZT
- f. The Supplier's proposal dated November 5th, 2016

13. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

Department of Justice / Ministère de la Justice
Canada

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14. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

(a) the name, qualifications and experience of the proposed replacement; and

(b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

15. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

16. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

Annex A – Statement of work

- 1 **TITLE**
Coaching services for [REDACTED]
- 2 **OBJECTIVE**
The organization requires the services of a coach to provide leadership development support to an individual employee.
- 3 **BACKGROUND STATEMENT**
na
- 4 **TERMINOLOGY**
na
- 5 **REFERENCE DOCUMENTS**
na
- 6 **REQUIREMENT DESCRIPTION**
na
 - 6.1 **Scope**
A coach will be engaged to provide up to 2 hours of coaching for the employee.
 - 6.2 **Tasks / Detailed Services**
See proposal – attached
 - 6.3 **Deliverables and Acceptance Criteria**
The coaching resource is expected to provide coaching services based on areas highlighted by the employee. Specific deliverables include 2 individual coaching meetings to address development areas identified.

Department of Justice / Ministère de la Justice
Canada

Requisition #1000022002

Annex B – Security Requirements Check List (SRCL)

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERB)		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		
2. Branch or Directorate / Direction générale ou pratique		
3. a) Subcontract Number / Numéro du contrat de sous-traitance		
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
5. b) Will the supplier require access to unclassified military (technical) data subject to the provisions of the Technical Data Control Regulation? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (or a contractor, maintenance personnel) require access to restricted access areas? PROTECTED and/or CLASSIFIED information or assets is permitted. (Specify the level of access using the chart in Question 7. c) Le fournisseur et ses employés (ou un sous-traitant, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada	NATO / OTAN	Foreign / Étranger
7. b) Release restrictions / Restrictions relatives à la diffusion	All NATO countries Tous les pays de l'OTAN	No release restrictions Aucune restriction relative à la diffusion
No release restrictions Aucune restriction relative à la diffusion		
Not releasable A ne pas diffuser		
Restricted to: / Limité à:	Restricted to: / Limité à:	Restricted to: / Limité à:
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of Information / Niveau d'information		
PROTECTED A	NATO UNCLASSIFIED	PROTECTED A
PROTECTED B	NATO NON CLASSIFIED	PROTEGE A
PROTECTED C	NATO RESTRICTED	PROTEGE B
CONFIDENTIAL	NATO DIFFUSION RESTREINTE	PROTEGE C
SECRET	NATO CONFIDENTIAL	CONFIDENTIAL
TOP SECRET	NATO SECRET	CONFIDENTIAL
TRES SECRET	SECRET	SECRET
TRES SECRET (SIGINT)	COSMIC TOP SECRET	TOP SECRET
	COSMIC TRES SECRET	TRES SECRET
		TOP SECRET (SIGINT)
		TRES SECRET (SIGINT)

Department of Justice / Ministère de la Justice
Canada

Requisition #1000022002

Security Classification / Classification de sécurité

PART 1: CONFIDENTIALITY / PARTIE 1: CONFIDENTIALITÉ 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité:		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Short Title(s) of material / Titre(s) abrégé(s) du matériel: Document Number / Numéro du document:		
PART 2: PERSONNEL SECURITY / PARTIE 2: SÉCURITÉ DU PERSONNEL 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis		
<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ <input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET <input type="checkbox"/> NATO SECRET NATO SECRET
<input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET		
Special comments: Commentaires spéciaux:		
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.		
10. b) May unescorted personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unescorted personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes
PART 3: SAFEGUARDS (SUPPLIER) / PARTIE 3: MESURES DE PROTECTION (FOURNISSEUR) INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS		
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
PRODUCTION		
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur conviendront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)		
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

TSS/SCS 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

Department of Justice / Ministère de la Justice
Canada

Requisition #1000022002

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

NOTE: Do not continue if the form is to be completed manually. The summary chart below is to be completed by the user of the form.
NOTE: Ne pas continuer si le formulaire est à compléter manuellement. Le tableau récapitulatif ci-dessous est à compléter par l'utilisateur du formulaire.

For users completing the form manually, the summary chart below is to be completed by the user of the form.
 Les utilisateurs qui complètent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de classification requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui complètent le formulaire en ligne (par internet), les réponses aux questions précédentes sont automatiquement entrées dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL		SECRET / SECRET		COMSEC	
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET	CONFIDENTIAL / CONFIDENTIEL	SECRET / SECRET
1. Description of the work contained within this SRCL, PROTECTED and/or CLASSIFIED?									
2. a) Is the description of the work contained within this SRCL, PROTECTED and/or CLASSIFIED?									
2. b) Was the documentation attached to this SRCL, PROTECTED and/or CLASSIFIED?									

12. a) Is the description of the work contained within this SRCL, PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LÉVÉO est-elle de nature PROTÉGÉE ou CLASSIFIÉE?
 If Yes, classify this form by inserting the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification de sécurité" au haut et au bas du formulaire.

12. b) Was the documentation attached to this SRCL, PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LÉVÉO est-elle PROTÉGÉE ou CLASSIFIÉE?
 If Yes, classify this form by inserting the top and bottom in the area entitled "Security Classification" and indicate with attachments (i.e. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la zone intitulée "Classification de sécurité" au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

☒ No / Non ☐ Yes / Oui

☒ No / Non ☐ Yes / Oui

TBS/GCT 300-103(2004/12)

Security Classification / Classification de sécurité

Canada

Government of
CanadaGouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-946-4757
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this;
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de propositionContract ☐ ContratAmendment ☒ ModificationSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contratsAccounting Office Code
Code du bureau comptable
19402Requisition No. - Demande
Yr. - An. Ser. No. - N° de série
19402 16 1748

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
COCONETU, TRAIAN
613-946-4757

Destination
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box.

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261748

Amendment No. - No. de la modification
1Previous Value - Valeur précédente
\$ 27,526.80Inc./Decs. - Aug./Dim.
\$ 7,569.87Revised Value - Montant Révisé
\$ 35,096.67

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Vel. limite	GST% %TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. The purpose of amendment No 1 is to add 11 days for Plamen Minchev to cover the Contract period until March 31, 2017 and increase the value of Contract by \$ 7,569.87 including taxes. All other terms and conditions of Contract remain unchanged.								
00010	Progr/Analyst Level 2	2016.10.31	2017.03.31	19402			13%	4,037.67	35,096.67
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.			Stain point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.				
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents y-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.			F.O.B. Point - Point F.A.B Destination				
Name and address of Vendor - Nom et adresse du fournisseur ZERNAM ENTERPRISE INC. 110 DEERPATH TERR OTTAWA ON K2J 0L9 CANADA Phone: 613-854-0410		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)			Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.				
Signature		Date 18/01/2017			Telephone No. - N° de téléphone 613-854-0410		Total Estimated Cost Coût global estimé \$ 35,096.67		
Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.		You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.			Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.		The Vendor hereby accepts/acknowledges. Le fournisseur reconnaît par les présentes.		
Vendor No. - No du Fournisseur 142881 JUS 9200-11 (07/2006)		Fax No. - No. de Télécopie			Signature				

s.19(1)
s.20(1)(c)

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-4757
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19402Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19402 16 1748

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
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COCONETU, TRAIAN
613-946-4757

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Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261748

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

Amendment No.-No. de la modification
1Previous Value - Valeur précédente
\$ 27,526.80Inc./Decs. - Aug./Dim.
\$ 7,569.87Revised Value - Montant Révisé
\$ 35,096.67

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. The purpose of amendment No 1 is to add 11 days for Plamen Minchev to cover the Contract period until March 31, 2017 and increase the value of Contract by \$ 7,569.87 including taxes. All other terms and conditions of Contract remain unchanged.		s.19(1) s.20(1)(c)						
00010	Progr/Analyst Level 2	2016.10.31	2017.03.31	19402			13%	4,037.67	35,096.67

Solicitation closes - L'invitation à soumissionner prend fin
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B. Destination

Name and address of Vendor - Nom et adresse du fournisseur

ZERNAM ENTERPRISE INC.
110 DEERPATH TERR
OTTAWA ON K2J 0L9
CANADA

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PK# 1000281748 on file
Signature Date

Phone: 613-854-0410

Signature

Date

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$ 35,096.67

For the Minister - Réservé au Ministre

The contract is for 17, 2017

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre

Vendor No. - No. du Fournisseur
142881

Fax No. - No. de Télécopie

Government of
CanadaGouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADAPHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :Request for proposal ☐ Demande de propositionContract ☒ ContratAmendment ☐ ModificationSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contratsAccounting Office Code
Code du bureau comptable
19402Requisition No. - Demande
Ord. Off. - Bur. doman. Yr. - An. Ser. No. - N° de série
19402 16 1748

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de rns. à :
COCONETU, TRAIAN
613-301-9709Destination:
ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
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275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
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1940261748

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc /Decs. - Aug /Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :ISB ADMINISTRATIVE SERVICES
DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/733/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASCO, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/733/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	I) CONTRACT DOCUMENTS The following documents shall form part of this contract: 1) The ProServices Supply Arrangement Number E60ZT-120001/733/ZT, included all clauses terms and conditions. 2) The Vendor Proposal dated OCTOBER 25, 2016. 3) The annexes to the Contract.		s.19(1)						
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00		The Vendor offers and agrees to sell and supply to the Minister upon the terms and conditions set out herein including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.			State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.				
On - Le		Name and address of Vendor - Nom et adresse du fournisseur ZERNAM ENTERPRISE INC. 110 DEERPATH TERR OTTAWA ON K2J 0L9 CANADA Phone: 613-854-0410			Destination F.O.B. Point - Point FAB Pursuant to Section 32(1) of the Financial Administration Act, funds are available En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles			Signature Date	
Vendor No - No. du Fournisseur 142881		Fax No. - No. de Télécopie			Total Estimated Cost Coût global estimatif \$ 27,526.80			For the Minister - Réservé au Ministre Signature Date	
JUS 9200-11 (07/2006)		Your offer is accepted to the extent specified herein Votre offre est acceptée aux conditions exposées dans les présentes.			You are requested to supply as indicated herein Nous vous demandons de fournir ce qui est précisé dans les présentes.			Return the signed copy forthwith. Prévoir de retourner immédiatement une copie dûment signée.	
		October 31, 2016 Date			Telephone No. - N° de téléphone			The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.	
		31/10/2016			Signature			Title - Titre	

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
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Request for proposal ☐ Demande de proposition
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Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19402Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19402 16 1748Page 1 of 2
de

Inspection Agency - Chargé de l'inspection

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1940261748

Amendment No.-No. de la modification Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim. Revised Value - Montant Révisé

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DEPARTMENT OF JUSTICE CANADA
ATT: DANIELLE Y. JEAN (957-3762)
275 SPARKS ST ROOM 12006
OTTAWA ON K1A 0H8
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Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	<p>I) CONTRACT DOCUMENTS</p> <p>The following documents shall form part of this contract:</p> <p>1) The ProServices Supply Arrangement Number E60ZT-120001/733/ZT, included all clauses terms and conditions.</p> <p>2) The Vendor Proposal dated OCTOBER 25, 2016.</p> <p>3) The annexes to the Contract.</p>								

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

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On - Le

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F.O.B. Point - Point FAB Destination

Name and address of Vendor - Nom et adresse du fournisseur

ZERNAM ENTERPRISE INC.
110 DEERPATH TERR
OTTAWA ON K2J 0L9
CANADA
Phone: 613-854-0410

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

*
Signature

Date

Telephone No. - N° de téléphone

Signature

Date

Total Estimated Cost
Coût global estimatif

\$ 27,526.80

For the Minister - Réservé au Ministre

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

142881

JUS 9200-11 (07/2006)

☒ Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.

☒ You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Titre - Titre

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	II) CONTRACT CLAUSES (see attached) s.19(1) Progr/Analyst Level 2 [REDACTED] Financial Codes Amount Codage financier Montant 0130-12031-15-502338-3720 -4010. 24,360.00 =====	2016.10.31	2017.03.31	19402	[REDACTED]		13%	3,166.80	27,526.80
	The currency of this P.O. is - La devise de ce bon est : CAD				s.20(1)(c)				



CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

Common PS SRCL #19 Security Clauses:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

2 Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of Programmer/Analyst for the Department of Justice Canada under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under ANNEX "A" Statement of Work.

3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information



4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one-year period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Traian Coconetu

Title: Senior Contracting Officer

Organization: Department of Justice Canada, Contracting and Materiel Management Division

Address: 284 Wellington Street, Ottawa, Ontario

Telephone: (613) 946-4757

Facsimile: (613) 960-4956

E-mail address: traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Violet Fox

Title: Manager, Financial Applications

Address: 275 rue Sparks St., Ottawa, ON, K1A 0H8, Justice Canada

Telephone: (613) 790-4867

E-mail address: (613) 941-5201

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.



5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: [REDACTED] s.19(1)
Title: [REDACTED]
Organisation: Zernam Entreprise Inc.
Telephone: [REDACTED]
E-mail address: [REDACTED]

6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7 Payment

7.1 Basis of Payment

The Contractor will be paid in accordance with the firm all-inclusive per diem rate for work and services performed pursuant to this Contract, as per Annex "B" Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Authorized travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

7.3 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed NAFTA threshold (\$89,600). Customs duties and Applicable Taxes are included.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.



If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.4 Method of Payment

7.4.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.4.2 Electronic Payment of Invoices – Direct Deposit

The Contractor accepts to be paid using the following Electronic Payment Instrument: **Direct Deposit** (Domestic and International);

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the **Recipient Electronic Payment Registration Request Form at Annex D**. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and an electronic copy of each invoice to the following address:
Department of Justice Canada
ISB Internal Services
275 Sparks Street, Room 12006
Ottawa, Ontario
K1A 0H8



Electronic copy to: admin.services-isb@justice.gc.ca

On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

9 Certifications and Additional Information

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);
- (c) The Supplemental General Conditions 4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Recipient Electronic Payment Registration Request Form
- (h) Supply Arrangement Number E60ZT-120001/733/ZT (the "**Supply Arrangement**"); and
- (i) the Contractor's bid dated October 25, 2016.



ANNEX "A"

STATEMENT OF WORK

1. TITLE

Pro Services requirement for One (1) Programmer/Analyst, Level 2

2. BACKGROUND

The Information Solutions Branch (ISB) of the Department of Justice (JUS) is responsible for the management and implementation of the IM/IT program for the Department. ISB is in the process of implementing an Enterprise Data Management function which is the foundation for delivery of Business Intelligence (BI) services. BI delivery encompasses corporate data warehousing, subject area data marts, tools and support for data analysis and reporting. Requirements are documented in a BI Strategy and Roadmap which also provides strategic guidance to implement the business and technical environments to support the phased delivery of BI services to JUS.

3. OBJECTIF OF WORK

The Business Applications Division within the ISB has a requirement for professional services of a Programmer/Analyst Level 2 to provide BI systems analysis and programming to support BI Delivery.

4. REQUIREMENT DESCRIPTION

4.1 The Contractor's Resources

The Contractor must provide one (1) Programmer/Analyst Level 2 resource for the duration of the Contract. The resource must have experience in developing and implementing business intelligence solutions which ensure effective and efficient use of enterprise data. In addition, we require expertise to support and optimize the existing technical environment, application infrastructure and current, on-going business intelligence services.

The Contractor's proposed resource must possess, at minimum, the following proficiency levels in English:

Oral Proficiency	Level 4+
Reading Proficiency	Level 4+
Writing Proficiency	Level 4+

The language proficiency rating scales can be found at the following website:
http://www.international.gc.ca/ifait-iaeci/test_levels-naux.aspx?lang=eng

4.2 Scope of Work

This initiative is responsible for applications, technical and business infrastructure for gathering, storing and providing access to subject area and integrated data from core departmental systems. BI will enable better informed business decisions, improved consistency of management reporting, enhanced performance measurement capability and support to departmental planning requirements by providing application independent, integrated access to corporate data for key user groups. This will enhance self-sufficiency and improve timeliness for data collection and analysis, and information dissemination. The



Enterprise Data Management and BI Delivery program are fundamental to promote improved data quality, consistency and accuracy.

4.3 Technical Environment

JUS has a well-established and supported network and application infrastructure based, for the most part, on Microsoft technology and software components.

- MS Office Suite 2013
- Tableau Server
- Tableau Desktop
- SQL Server 2016
- SQL Server BI tools SAS Visual Analytics
- MS SharePoint

4.4 Tasks

The contractor must perform, the following tasks:

- Work collaboratively with JUS and contract resources in development of BI specifications resulting from Enterprise Data Management program of work;
- Define and analyze business and/or technical requirements for BI delivery;
- Propose solutions and develop plans, including estimated level of effort, to carry out the plans;
- Design, build and maintain Extract Transfer Load (ETL) processes,
- Design, build and maintain Data Warehouse (DW) database, multi-dimensional cubes and BI reports;
- Explore the structure and contents of a SAS and/or Tableau data set and sort a SAS and/or Tableau data sets.
- Working with existing SAS data sets
- Data Manipulation Techniques on SAS data set.
- Security and SAS data/reports access permissions
- SAS 9.4 application troubleshooting when required
- Verify the correctness and completeness of BI solutions by preparing test plans, sample data and performing unit and system tests;
- Support testing and data validation during BI solution development and implementation phases;
- Implement system enhancements;
- Participate in ongoing technical and application support for the production environment;
- Perform full SAS environmental data flow and processes documentation
- Perform knowledge transfer to JUS employees.

4.5 Deliverables

All deliverables will be provided in English. The contractor must provide the following deliverables:

- ETL processes;
- DW data models and physical schema
- DW database;
- Multi-dimensional cubes;
- BI pre-defined reports;



- Functional and Technical design documentation;
- BI solution troubleshooting procedures;
- Knowledge transfer sessions.
- Data Warehouse knowledge is an asset (methodology)

4.6 Reporting Requirements

The contractor must meet with the Technical Authority on a weekly basis to present the project status report and to address project issues and must submit a monthly timesheet.

4.7 Travel

There is no travel requirement for this Contract. The Contractor will be responsible for their own travel and expenses in order to work on-site

4.8 Work site and delivery point


The Contractor will be required to work on-site at the following location:

Department of Justice
275 Sparks Street
Ottawa, Ontario
K1A 0H8

**ANNEX "B"****BASIS OF PAYMENT****PROFESSIONAL SERVICES**

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex A –Statement of work, during the Contract period. Applicable Taxes are extra.


Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula: (Hours worked × applicable firm per diem rate) ÷ 7.5 hours


Stream / Resource Category / Level	Name of Proposed Resource
Stream 1 – Application Services Category 1.7. Programmer/Analyst	

s.19(1)

s.20(1)(c)

BASIS OF PAYMENT

Initial Period : Contract award date to March 31, 2017		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
1.7. Programmer/Analyst Level 2		

Option Period : April 1, 2017 to March 31, 2018		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
1.7. Programmer/Analyst Level 2		

* in Canadian dollars, applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Note to Contractor:

The total Contract amount, including the initial and option period and all applicable taxes must not exceed NAFTA threshold (\$89,600).



Department of Justice
Canada

Ministère de la Justice
Canada

CONTRACT# 1940261748

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Contract FS SRCL#19

Security Classification / Classification de sécurité
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offer and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c))		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. (Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.)		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? (S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?)		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>	Restricted to / Limité à <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays	Specify country(ies) / Préciser le(s) pays
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO CONFIDENTIAL / NATO SECRET <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO SECRET / COSMIC TOP SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

FS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

Contract Number / Numéro du contrat
Common PS SRC/LI/19
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

3. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité.

☒ No ☐ Yes
Non Oui

4. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement sensible?

☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel
Document Number / Numéro du document

PART B - PERSONNEL (FOURNISSEUR) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLOIEMENTS			

Special comments:
Commentaires spéciaux

NOTE: If multiple levels of screening are identified, a Security Classification Code must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un code de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be screened?
Dans l'affirmative, le personnel en question sera-t-il écroulé?

☒ No ☐ Yes
Non Oui

☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes d'ordinateurs pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government's department or agency?
Existera-t-il un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBG/SC 350-100(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED





Department of Justice / Ministère de la Justice
Canada

CONTRACT# 1940261748



Gouvernement du Canada / Government of Canada

Contract Number / Numéro du contrat
Common PS SRC#19
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of security marking required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sécurité requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				CONSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NA U RESOURCES / NA U RESSOURCES	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NA U SECRET	CLIENT TOP SECRET / CLIENT TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Données														
Personnel / Personnel														
Media / Média														
Support / Support														
Site / Site														
Other / Autres														

12. a) Is the description of the work contained within this SRCI PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVER est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCI be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVER sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

 Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat Common PS EITC #18
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Chartered Professionals Services System, CPSS		Professional Services - Methods of Supply	<i>Ruben Lora</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@psg-pgsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Chester Arnold		SO	<i>Deivid Chavira</i>
Telephone No. - N° de téléphone 819-953-0615	Facsimile No. - N° de télécopieur 819-953-1449	E-mail address - Adresse courriel arnold.chester@psg-pgsc.gc.ca	Date March 20, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
		<input type="checkbox"/> No / Oui <input type="checkbox"/> Yes / Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres majuscules)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 25-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@psg-pgsc.gc.ca
Tel/Tél: 613-944-1732 / Fax/Télé: 613-954-4171

TD0307 320-103/004/12

Security Classification / Classification de sécurité
UNCLASSIFIED





ANNEX "D"

RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice Ministère de la Justice
Canada Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

Department of Justice Ministère de la Justice
Canada Canada

CONTRACT# 1940261748

Department of Justice Ministère de la Justice
Canada Canada**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST****DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**Protégé B
Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees
 - ➔ Note that Direct Deposit payments carry no stub information

1 - TYPE OF REQUEST

- ☐ New request ➔ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➔ ☐ to banking information (provide a new blank cheque)
 ➔ ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)
- ☐ Cancel electronic payment and revert to cheques

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)		Telephone	

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature		Date	Signature
3 - BANKING INFORMATION			
Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.			
1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)	
3 Account Number			
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.			
5 Financial Institution Name, Address and Telephone Number		7 Financial Institution Stamp	
6 Signature of Financial Institution Representative			

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	➔ Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	➔ Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 778e-4 (2012/12) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-946-4757

FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19040

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19040 16 2053

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de rens. à :
COCONETU, TRAIAN
613-946-4757

Destination
RESEARCH AND STATISTICS DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: LOUISE FREITAS 613-957-9632
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1904062053

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

RESEARCH AND STATISTICS DIVISION
DEPARTMENT OF JUSTICE CANADA
ATT: LOUISE FREITAS 613-957-9632
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of **Justice Canada** and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de **Justice Canada** et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **E60ZT-120001/738/ZT** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **E60ZT-120001/738/ZT** sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 12); 3) The Supply Arrangement Number E60ZT-120001/738/ZT, including all clauses terms and conditions; 4) The Contractor's Quotation dated November 21, 2016. Performance Management Workshop	2016.12.06	2017.03.31	19040	s.20(1)(c)		13%	2,808.00	24,408.00

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB Destination

Name and address of Vendor - Nom et adresse du fournisseur

PERFORMANCE MANAGEMENT NETWORK
954 SNOWSHOE CRES
OTTAWA ON K1C 2Y4
CANADA

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

Signature Date

Phone: 613-424-2040

Signature Date Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$ 24,408.00

For the Minister - Réserve au Ministre

☒ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☒ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

101689

JUS 9200-11 (07/2006)

Signature

Title - Titre

000258


 Government of Canada From - De COCONETU, TRAIAN NATIONAL CAPITAL REGION RÉGION DE CAPITALE NATIONALE 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA PHONE: 613-946-4757 FAX:		Gouvernement du Canada Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats Supply Arrangement Solicitation/Contract							
Date of solicitation - Date de l'invitation à soumissionner 19040 Clauses (1) and (2) below will form part of this contract - Les clauses 1 et 2 ci-dessous font partie du document de contrat Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification		Accounting Office Code Code du bureau comptable 19040 Revision No - Demande Ord. Off. - Bur. deman. 16 Ser. Inv. - N° de série 2053 Destination RESEARCH AND STATISTICS DIVISION DEPARTMENT OF JUSTICE CANADA ATT: LOUISE FREITAS 613-957-9632 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA							
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from the prices. GST is included in the total estimated cost. Prices include packing, packaging and any F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable for provincial units. See the Supply Arrangement.		Invoices - Original and two copies are to be sent to: Factures - Original et deux copies à envoyer l'original et deux copies à: RESEARCH AND STATISTICS DIVISION DEPARTMENT OF JUSTICE CANADA ATT: LOUISE FREITAS 613-957-9632 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA							
A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix sont en monnaie canadienne, les droits de douane canadiens et la taxe d'accise y sont compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. Le TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.		The number 1904062053 is to be used in all correspondence relating to this contract. Le numéro 1904062053 doit être utilisé dans toutes les factures, tous les correspondances et tous les documents d'accompagnement.							
1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf. Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.		2. The terms and conditions set out in CSC Supply Arrangement Serial No. E60ZT-120001/738/ZT between the Vendor and the Crown, in Canada, are hereby incorporated into this document. Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/738/ZT sont incorporées dans les présentes.							
Item Article	Description	From - De Y-A-M-D-J	To - A Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Mat. Unit Taux/Mat. Unité	GST % % TPS	OST Total Total TPS	Total
00010	The following documents form part of this Contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 12); 3) The Supply Arrangement Number E60ZT-120001/738/ZT, including all clauses terms and conditions; 4) The Contractor's Quotation dated November 21, 2016. Performance Management Workshop	2016.12.06	2017.03.31	19040	s.19(1) s.20(1)(c)		13%	2,808.00	24,408.00
Solicitation closes - L'invitation à soumissionner prend fin le At - A 00 00 00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.		Site of manufacture/shipping or point of origin where service is to be performed Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus					
On - Le Name and address of Vendor - Nom et adresse du fournisseur PERFORMANCE MANAGEMENT NETWORK 954 SNOWSHOE CRES OTTAWA ON K1C 2Y4 CANADA Phone: 613-424-2040		Name and title of the person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres imprimées) [Signature]		Date Dec 6/16		Telephone No. - N° de téléphone [Redacted]		F.O.B. Point - Point F.A.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available on the basis of the estimate of the cost of the goods and services to be supplied. Conformément de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles sur la base de l'estimation du coût des biens et services à fournir. PA # 1904062053 Total Estimated Cost Coût global estimé \$ 24,408.00	
Vendor No - N° du Fournisseur 101699 JUS 9200-11 (01/7005)		Fax No - N° de télécopie [Redacted]		Your offer is accepted in the extent specified herein Votre offre est acceptée aux conditions énoncées dans les présentes.		You are requested to supply as indicated herein Nous vous demandons de fournir ce qui est précisé dans les présentes.		Return the signed copy forthwith Prière de retourner immédiatement une copie dûment signée.	
The Vendor hereby acknowledges the contract. Le fournisseur reconnaît le contrat et qu'il l'accepte.		Title - Titre [Redacted]							



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1. General
2. Security Requirement
3. Statement of Work
4. Standard Clauses and Conditions
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6. Authorities
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9. Certifications - Compliance
10. Applicable Laws
11. Priority of Documents
12. Travel and Living
13. Liability
14. Intellectual Property Infringement and Royalties
15. No Responsibility to Pay for Work not performed due to Closure of Government Offices
16. Translation of Documentation
17. Replacement of Specific Individuals
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II) LIST OF ANNEXES TO THE CONTRACT:

- 1) ANNEX "A"- STATEMENT OF WORK
- 2) ANNEX "B"-BASIS OF PAYMENT
- 3) ANNEX "C" -RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



8 1940261680 53

Contract Clauses

1. General

The conditions of contract awarded under the Supply Arrangement E60ZT-120001/738/ZT will be in accordance with the resulting contract clauses of the medium complexity template used for the bid solicitation template, which is set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

2. Security Requirement

No security requirements apply for this contract. The Contractor's proposed resources will use a visitor pass on the day of the workshops and will be escorted.

3. Statement of Work

The Work to be performed is detailed under Annex A of the contract.

4. Standard Clauses and Conditions

All clauses and conditions identified in the contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

4.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

5. Term of Contract

5.1 Period of the Contract

The Work is to be performed during the period from contract award date to March 31, 2016.

5.2 Option to Extend the Contract

No option to extend the term of the Contract apply.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:



Name: Traian Coconetu
Title: Senior Analyst and Contracting Officer
Organization: Department of Justice Canada
Address: 284 Wellington Street, Ottawa, Ontario, K1A 0H8
Telephone: 613-946-4757
E-mail address: traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority

The Project Authority for the Contract is:

Name: Shauna Martin
Title: Researcher
Organization: Department of Justice Canada
Address: 284 Wellington Street, Ottawa, Ontario, K1A 0H8
Telephone: 613-941-4166
E-mail address: shauna.martin@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative

Name: [REDACTED] s.19(1)
Title: [REDACTED]
Organization: Performance Management Network
Address: 954 Snowshoe Cres
Telephone: [REDACTED]

7. Payment

7.1 Basis of Payment - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ **24,408.00**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ **24,408.00**
Customs duties are included and Applicable Taxes are extra.



2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Terms of Payment

Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by a copy of time sheets to support the time claimed

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions 2010B (2016-04-04);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of payment;
- e. the Contractor's bid dated November 21, 2016.

If applicable, use the following clause when the requirement is a defence contract as defined in the Defence Production Act.

12. Travel and Living

Pre-Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

13. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

14. Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - a. Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or



- b. Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c. the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - d. the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- a. take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b. modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c. take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

15. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

16. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.



17. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

18. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



ANNEX A: STATEMENT OF WORK

1 TITLE

Performance Management Workshop

2 OBJECTIVE

To assist Department of Justice managers to understand the key priorities, responsibilities and concepts related to the new results framework.

3 REQUIREMENT DESCRIPTION

To refine the current Justice Canada outcomes framework of mandate commitments / key priorities, by providing a structured, collaborative, and capacity building approach. Managers will be given the tools they need to manage by results and be in a position to report results when requested.

3.1 Scope

The session will build on the work completed to date and combine a hands-on workshop approach. Each workshop will be followed up with coaching, as needed.

3.2 Tasks / Detailed Services

Performance Management Network Inc. (PMN) will host three workshops of approximately 3.5 to 4 hours each will be delivered in English with approximately 20-25 staff hosted on-site at Justice as follows:

1. PMN will need to familiarize themselves with the current outcomes framework document provided by Project Authority.
2. Based on the outcomes framework document, PMN will design and facilitate three workshop sessions focusing on:

1) Workshop # 1 scheduled for early December will focus on reviewing and successfully applying the key concepts associated with an outcomes based approach to refine the current outcomes framework by participants. By the end of the workshop, participants will have completed or made progress on refining their respective outcome results statements. Once completed, the leads for each of the outcome areas would submit their revisions to the consultants for review and feedback post-session.

2) Workshop #2, in early January, will focus on reviewing and successfully applying the key concepts associated with using performance indicators and targets to the revised outcomes framework by participants. By the end of the workshop, participants will have completed or made progress on refining their indicators for their respective outcomes area. Once completed, the leads for each of the outcome areas would submit their revised indicators and targets to the consultants for review and feedback post-session.

3) Workshop # 3, in early February, will focus on successful implementation of an outcomes framework. By the end of the workshop, participants will fully understand the



key steps necessary for successful implementation (data collection, analysis, reporting and use) of the Justice outcomes framework.

3. With a month between each workshop, PMN will provide coaching to managers, as needed, in order to complete assigned tasks / homework from the workshops.
4. PMN will provide the Project Authority with a workshop summary at the end of each session detailing the progress to date and next steps. The Project Authority will provide input on next steps, as required.

Tasks	Deliverable	Timing
Prepare for and deliver Workshop # 1	Workshop # 1 and Summary Notes	December 2016
Prepare for and deliver Workshop # 2	Workshop # 2 and Summary Notes	January, 2017
Prepare for and deliver Workshop # 3	Workshop # 2 and Summary Notes	February, 2017
Post-session Coaching	Personalized feedback on outcomes framework	Ongoing / March 31, 2017

4. Language Requirements

Workshops and materials will be provided in English.

5. Location of Service Delivery

The workshops will be held in Ottawa, Ontario. A Justice Canada meeting room will be used and therefore no travel or venue cost will be required.

**ANNEX B: BASIS OF PAYMENT**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified below for a cost of \$ **21,600.00**. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Professional Resource	Days	Per Diem	Total
			\$11,880.00
			\$9,720.00
Total	20.0	N/A	\$21,600.00
HST	s.19(1)		\$2,808.00
Total Cost	s.20(1)(c)		\$24,408.00



ANNEX D : RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM

<http://www.justice.gc.ca/eng/contact/enrol-inscri.html>



Department of Justice Ministère de la Justice
Canada Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protège B
Protected B

Guideline on Completing the Recipient Electronic Payment Registration Form

Marche à suivre pour remplir le formulaire de demande d'adhésion du bénéficiaire au paiement électronique

Recipient information

Renseignements sur le bénéficiaire

The following information is required to process the registration
form :

Les renseignements suivants doivent être fournis pour que le
formulaire d'inscription soit traité :

Individual recipient: full name and remittance address.

Personne bénéficiaire : nom complet et adresse pour l'avis
de paiement.

Organizational recipient: legal name of the company and
remittance address (as shown on invoice).

Organisation bénéficiaire : dénomination sociale de
l'organisation et adresse pour l'avis de paiement (tel
qu'indiquées sur la facture).

Banking information - Renseignements bancaire

Example / Exemple

00000000

"Void"
"Null"

Dollars

Signature

9999 999999 9999 99999999

1. Branch / Succursale
2. Branch Number / Numéro de succursale
3. Institution / Institution financière

4. Account Number / Numéro de compte
5. Account Name / Nom du compte

Consent

This section must be completed, signed and dated by the
appropriate recipient in order for the request to be authorized or
electronic payments to be modified.

Consentement

Cette section doit être remplie, signée et datée par le
bénéficiaire visé pour que la demande d'adhésion ou de
modification des paiements électroniques soit acceptée.

Sending the form to the Department of Justice

Envoi de votre demande au ministère de la Justice Canada

Send the duly completed form to MOV_DPF@justice.gc.ca
or by mail to:

Envoyer le formulaire dûment complété à
MOV_DPF@justice.gc.ca ou par courrier à :

For Goods and Services Suppliers

Pour les fournisseurs de biens et services

Master Data Vendor Officer
Accounting Operations
Department of Justice Canada
264 Wellington Street, EMB-1347
Ottawa, Ontario
K1A 0H8

Agent des données principales fournisseurs
Opérations comptables
Ministère de la Justice Canada
264 rue Wellington, ECE-1347
Ottawa (Ontario)
K1A 0H8

For Grants and Contributions

Pour les subventions et les contributions

Manager, Grants and Contributions Financial Services
Department of Justice Canada
264 Wellington Street, EMB-8248
Ottawa, Ontario
K1A 0H8

Gestionnaire, services financiers de
Subventions et contributions
Ministère de la Justice Canada
264 rue Wellington, ECE-8248
Ottawa (Ontario)
K1A 0H8

JUS-78 v2-2016-11-21

Canada

PRIVACY NOTICE - AVIS CONCERNANT LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Your personal information is requested and compiled by the Department of Justice Canada for the purpose of issuing electronic payments. This information will be protected under the provisions of the Privacy Act.

Vos renseignements personnels sont demandés et compilés par le ministère de la Justice Canada afin de permettre que le paiement électronique soit effectué. Ces renseignements seront protégés en vertu des dispositions de la Loi sur la protection des renseignements personnels.

IMPORTANT: Must be a Canadian recipient holding a bank account in Canadian dollars.
IMPORTANT: Le bénéficiaire doit être citoyen canadien et détenir un compte bancaire en devises canadiennes.

TYPE OF REQUEST - TYPE DE DEMANDE

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> New
Nouveau | → | <input type="checkbox"/> Direct Deposit (DD)
Dépôt direct (DD) | <input type="checkbox"/> Electronic Data Interchange (EDI)
Échange de données informatisées (EDI) |
| <input type="checkbox"/> Amendment/
Modification | → | <input type="checkbox"/> Existing information (provide a new void cheque)
des renseignements bancaires (fournir un nouveau chèque portant la mention "annulé")
<input type="checkbox"/> from Direct Deposit (DD) to Electronic Data Interchange (EDI)
ou dépôt direct (DD) à l'échange de données informatisées (EDI)
<input type="checkbox"/> from Electronic Data Interchange (EDI) to Direct Deposit (DD)
de l'échange de données informatisées (EDI) au dépôt direct (DD) | |

RECIPIENT INFORMATION - INFORMATION DU BÉNÉFICIAIRE

Name of organization/individual/public servant (Name and PRN) - Nom de l'organisation/Personnel/public servant (Nom et CDP)

Address - Adresse

City - Ville	Province	Postal code - Code postal
--------------	----------	---------------------------

BANKING INFORMATION - RENSEIGNEMENTS BANCAIRES

Please attach a void cheque. If you do not attach a void cheque, complete the fields below with your banking information.
Veuillez joindre un chèque portant la mention "annulé". Si vous ne joignez pas un chèque portant la mention "annulé", veuillez remplir les champs concernant vos renseignements bancaires qui figurent ci-dessous.

Financial Institution No. N° de l'institution financière	Branch No. N° de la succursale	Account No. N° de compte
---	-----------------------------------	-----------------------------

Financial Institute Address - Adresse de l'institution financière

City - Ville	Province	Postal code - Code postal
--------------	----------	---------------------------

PAYMENT CONTACT - PERSONNE-RESSOURCE POUR LE PAIEMENT

Name - Nom	Telephone - Téléphone	Email Address - Courriel
------------	-----------------------	--------------------------

PRIVACY CONSENT - CONSENTEMENT

Authorization: I, as the organization/recipient entitled to receive payments, authorize the Receiver General for Canada to deposit the payments electronically into the account specified above until further notice. I acknowledge that all the banking information provided will be entered in the Departmental Financial System. I have read and understand this form.

Autorisation: À titre de bénéficiaire des paiements, j'autorise le Receveur général du Canada à déposer les paiements électroniquement dans le compte susmentionné, et ce, jusqu'à nouvel ordre. Je reconnais que les renseignements bancaires fournis seront consignés dans le système financier ministériel. J'ai lu et je comprends le présent formulaire.

Name of Authorized Official - Nom de l'officiel autorisé	Title or Authority - Titre ou pouvoir
--	---------------------------------------

Signature of Authorized Official - Signature du responsable	Date
---	------

FOR DEPARTMENT OF JUSTICE CANADA ONLY / RÉSERVÉ À L'USAGE EXCLUSIF DE JUSTICE CANADA

PROCESSED BY TRAITÉ PAR	Name - Nom	Signature	Date
VERIFIED BY VÉRIFIÉ PAR	Name - Nom	Signature	Date
SECTION 33 APPROVAL APPROBATION S.33	Name - Nom	Signature	Date

Company code - Code de société	Purchaser organization - Organisation d'achat
--------------------------------	---

Government of
CanadaGouvernement du
Canada

From - De

PORDONICK, KAYLA
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-9012
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19399Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19399 16 0562

Page 1 of 1

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de rens. à :
PORDONICK, KAYLA
613-946-9012

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1939960562

Amendment No.-No. de la modification Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

CORPORATE PLANNING, REPORTING & RIS
DEPARTMENT OF JUSTICE CANADA
ATT: RACHELLE MATTE (613-952-3858)
284 WELLINGTON STREET
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. Victoria Fisher between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série Victoria Fisher sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	ERP Functional Analysts Level 3 Financial Codes Codage financier 0130-20042-15--3720 -4050 =====	2016.04.04	2017.03.31	19399			13%	2,875.28	24,992.78
	Amount Montant 22,117.50		s.19(1) s.20(1)(c)						
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point FAB Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PR 1000020562 on file

Signature

Date

Name and address of Vendor - Nom et adresse du fournisseur

CACHE CONSULTING CORPO.
1502-275 SLATER ST
OTTAWA ON K1P 5H9
CANADA

Phone: 613-563-2579

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Signature

Date

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$ 24,992.78

For the Minister - Réservé au Ministre

K Pordonick APR 11/16

Vendor No. - No. du Fournisseur

113814

Fax No. - No. de Télécopie

613-563-2579

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.☐ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.

Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre

ment of
a

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

KAYLA
PITAL REGION
APITALE NATIONALE
TON ST
K1A 0H8

946-9012

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19399	Requisition No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19399 16 0562	Page 1 of de
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de:	Destination CORPORATE PLANNING, REPORTING & RIS DEPARTMENT OF JUSTICE CANADA ATT: RACHELLE MATTE (613-952-3858) 284 WELLINGTON STREET OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'insp.
Request for proposal <input type="checkbox"/> Demande de proposition			Consignee at destination unless specified herein. Destinataire a de destination si indiqué ci-b.
Contract <input checked="" type="checkbox"/> Contrat			Direct inquiries to: Adresser toutes demandes de rer PORDONICK, K 613-946-9012
Amendment <input type="checkbox"/> Modification			

herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs
The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit
the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges)
reir; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

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conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les
icipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière

All invoices, shipping bills
and packing slips must
include the number
indicated in this box

Le numéro figurant dans cette case
doit être indiqué dans toutes les factures,
tous les connaissements et tous les
bordereaux d'accompagnement.

1939960562

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

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DEPARTMENT OF JUSTICE CANADA
ATT: RACHELLE MATTE (613-952-3858)
284 WELLINGTON STREET
OTTAWA ON K1A 0H8
CANADA

the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

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les présentes.

Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	
ctional Analysts Level 3	2016.04.04	2017.03.31	19399			13%	2,875.28	24
Financial Codes lage financier 130-20042-15--3720 -4050	s.19(1) s.20(1)(c)							
Amount Montant 22,117.50								
currency of this P.O. is - La devise de ce bon est : CAD								

ation à soumissionner prend fin le

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or
services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as
an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les
deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un
fournisseur éventuel seront considérées comme des offres de vente.

ndor - Nom et adresse du fournisseur

ILTING CORPO.
ATER ST
K1P 5H9

-563-2579

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Apr. 6th / 2016

State point of manufacture/shipping of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les
services doivent être rendus.

F.O.B. Point - Point FAB Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des
sont disponibles

PR 1000020562 on

Total Estimated Cost
Coût global estimatif
\$ 24,992.78

For the Minister - Réservé au Mini

K Pordonick

isseur

Fax No. - No. de Télécopie

613-563-2579

☐ Votre offre est acceptée aux
conditions exposées dans les
présentes.

☐ You are requested to supply
as indicated herein.
Nous vous demandons de
fournir ce qui est précisé
dans les présentes.

☐ Return the signed copy forthwith.
Prière de retourner immédiatement
une copie dûment signée.

The vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Government of
CanadaGouvernement du
Canada

From - De

PORDONICK, KAYLA
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-9012
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :Request for proposal ☐ Demande de propositionContract ☒ ContratAmendment ☐ ModificationAccounting Office Code
Code du bureau comptable
19138Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19138 16 1904

Page 1 of 1

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
PORDONICK, KAYLA
613-946-9012

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1913861904

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/371/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/371/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Options to Evaluate JUS Legal Services Financial Codes Codage financier 0130-18044-15--3704 -4010 =====	2016.11.14	2017.02.10	19138			13%	2,860.00	24,860.00
	Amount Montant 22,000.00 =====			s.20(1)(c)					
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB Destination

Name and address of Vendor - Nom et adresse du fournisseur

PRA INC.
500-363 BROADWAY
WINNIPEG MB R3C 3N9
CANADA
Phone: (204) 987-2030

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponiblesPR 1000021904 on file
Signature Date

Signature

Date

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$ 24,860.00

For the Minister - Réserve au Ministre

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.☐ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Vendor No. - No. du Fournisseur

Fax No. - No. de Télécopie

114632

(204) 989-2454

Signature

Title - Titre

[illegible]

s.19(1)
s.20(1)(c)



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Canada

Ministère de la Justice
Canada

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RESULTING CONTRACT CLAUSES

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#4

1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.2 The Contractor personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by CISD/PWGSC.

1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.4 The Contractor must comply with the provisions of the:

- a. Security Requirements Check List, attached at Annex B;
- b. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), apply to and form part of the contract.

3.2 Supplemental General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

4. Period of the Contract

The Work is to be performed from Date of Award to February 24, 2017.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Kayla Pordonick

Senior Contracting Officer

284 Wellington Street, Ottawa ON, K1A 0H8

Telephone: 613-301-9709

Email: Kayla.Pordonick@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Cindy Evers

Evaluation Manager

Department of Justice Canada

Telephone: 613-907-3756

Email: Cindy.Evers@justice.gc.ca



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The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

s.19(1)

Email: admin@pra.ca

6. Payment

6.1 Basis of Payment - Firm Price

For the Work described in Annex A – Statement of Work:

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$22,000.00. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Please see 6.2.1.1 Schedule of Milestones below for the schedule of milestones.

6.2 Method of Payment

6.2.1 Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones outlined in 6.2.1.1 below and the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

6.2.1.1 Schedule of Milestones

The Contractor will be paid in accordance with the Schedule of Milestones table below.

Schedule of Milestones	FIRM PRICE TO BE PAID
Milestone 1 (50%): Deliverable A – Draft Options Presentation by February 10, 2017	\$ 11,000.00
Milestone 2 (50%): Deliverable B – Final Options Presentation by February 24, 2017	\$ 11,000.00

6.2.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity), forming part of this Contract will not apply, until the Contractor corrects the matter.



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7. Accounts and Audit

The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.

Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment:

Isabelle Desormeaux
Administrative Assistant
Department of Justice Canada
275 Sparks Street, 9th Floor
Ottawa, ON K1A 0H8
Telephone: 613-907-3752
Email: isabelle.desormeaux@justice.gc.ca

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the supplemental general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information);
- c) the general conditions 2010B (2016-04-04) General Conditions – Professional Services (Medium Complexity);
- d) Annex A, Statement of Work;
- e) Annex B, Security Requirements Check List;
- f) Annex C, Recipient Electronic Payment Registration Request Form;



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g) the Contractor's bid dated October 24, 2016.

12. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

13. Intellectual Property Infringement and Royalties

The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

The Contractor has no obligation regarding claims that were only made because:

- a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
- b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
- c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
- d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

- a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

14. No Responsibility to Pay for Work not performed due to Closure of Government Offices

Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.



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If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

15. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

16. Replacement of Specific Individuals

If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- a) the name, qualifications and experience of the proposed replacement; and
- b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

17. Ownership

Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.



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ANNEX A – STATEMENT OF WORK

1. TITLE

Options for Evaluating Justice Canada's Legal Services

2. OBJECTIVES

The Department of Justice Canada (Department) requires contractor services to develop options to strategically evaluate its legal services. The contractor will be expected to develop a minimum of two options for evaluating the Department's legal services that outline the overall evaluation approach including evaluation scope, and potential evaluation questions, methods, and data sources. The advantages and disadvantages of each option should also be identified. The options proposed should reflect the requirements set out in Treasury Board's *Policy on Results* (2016), *Mandatory Procedures for Planning, Conducting and Reporting Evaluations* (2016), and *Standard on Evaluation* (2016).

3. BACKGROUND

Prior to the requirement under the 2009 Treasury Board *Policy on Evaluation* to evaluate all direct program spending, the Department's evaluations were limited primarily to transfer payment programs. With the exception of the Evaluation of Legal Risk Management and a few other initiative-specific evaluations conducted in the early 1990s, legal services had not been regularly or routinely evaluated.

In 2011-12, the Department adopted a sector- and portfolio-approach to evaluating all areas of legal services, including litigation, advisory and legislative services. Each portfolio/sector had customized the evaluation issues, tools, and methodology to reflect the type of work they do and their specific objectives. The Department's six regional offices were not evaluated separately. Rather, they were included in the context of their contribution to the various Portfolios and how they work with the two specialized sectors, Legislative Services Branch and Public Law Sector.

A full cycle of legal services evaluations has now been completed (i.e. all legal services sectors, branches and portfolios have been evaluated). As such, it is an opportune time to build on what has been learned and establish a strategic approach moving forward, particularly in light of recent policy and organizational changes that have occurred.

Recent changes affecting future legal services evaluations:

The current government has committed in its platform, mandate letters, Speech from the Throne, public statements and in the 2016 Budget, to strengthening the results culture in government administration so that departments increasingly demonstrate that public spending contributes significantly to results that matter to Canadians. Consistent with the government's focus on results achievement, a TBS *Policy on Results*, which replaced the 2009 *Policy on Evaluation*, took effect on July 1, 2016. The strategy for undertaking future evaluations of the Department's legal services should be developed in the context of this new Policy.

Recent organizational changes implemented on April 1, 2016, will affect the Department's current sector- and portfolio-approach to evaluating legal services. For example, the creation of a National Litigation Sector will impact the regional focus of the Department's legal services evaluations in that the Assistant Deputy Attorney General of this new sector is now accountable for all litigation services across the country. This organizational change is likely to result in a high level of involvement of the regional offices in the National Litigation Sector evaluation rather than in each of the legal services portfolio evaluations¹. The consolidation of the Legislative Services Branch in the Public Law Sector as well as the establishment of a Legal Services Sector will likely impact any future evaluation approach to legal services as well.

Recently, the Department implemented a new vision for the future, 'Canada's Legal Team', which defines three new themes for Justice Canada as it approaches 2020: A Whole-of-Justice Approach; Legal and Business Excellence; and New Ways of Working. The Department's new vision should also be considered in planning future evaluations of the Department's legal services as it is linked with recent change and strategic initiatives such as digital transformation and legal project management.

4. SCOPE

This contract will support the development of a strategic approach for evaluating the Department's legal services within the context of the 2016 *Policy on Results* and recent organizational and change initiatives that have been implemented internally. The contractor will develop a minimum of two options for evaluating the Department's legal services (e.g. Portfolio-, thematic-, legal services area²-approach or a combination thereof). For each option, the contractor will outline

¹ For the first round of legal services evaluations, the regions were invited to be directly involved in the planning, implementation and reporting of each evaluation because litigation services were examined as part of each of the Portfolio evaluations.

² Legal services areas include advisory, litigation, and legislative services.



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the overall evaluation approach including the evaluation scope as well as potential evaluation questions, methods, and data sources. The advantages and disadvantages of each option should also be identified.

5. TASKS

It is anticipated that the Contractor will undertake the following activities:

Task A: Initial Meeting – The Contractor will meet with the Project Technical Authority to discuss project requirements, timelines, expectations, and to confirm roles and responsibilities. This meeting can take place by teleconference.

Task B: Document and File Review – The Contractor will review a sufficient number of background documents to become familiar with past evaluations of the Department's legal services and the context within which the next round of legal services evaluations will occur. The documents will include, but not be limited to: past legal services evaluations and evaluation strategies; Treasury Board *Policy on Results* (2016), *Mandatory Procedures for Planning, Conducting and Reporting Evaluations* (2016), and *Standard on Evaluation* (2016); internal communications and backgrounders on organizational changes and other relevant internal strategic and change initiatives; operational policy / directives and standards for the practice of law and delivery of legal services; and any other relevant documents to provide context for developing the evaluation options.

Task C: Initial Consultations - The Contractor will conduct initial consultations with Evaluation Division staff (n=5). These consultations can be undertaken in a group format or individually. The views and perspectives obtained through these consultations (for e.g. best practices and lessons learned from past legal services evaluations) will be used to guide the consultations with senior officials.

Task D: Consultations with Senior Officials – The Contractor will consult with up to five senior officials (Assistant Deputy Minister level) in the Department in order to inform the development of the evaluation options. These consultations will be undertaken individually.

Task E: Draft Options Presentation – The Contractor will draft a presentation deck that outlines a minimum of two options for evaluating the Department's legal services. Each option should include a description of the overall approach including proposed evaluation scope, advantages and disadvantages as well as potential evaluation questions, methods, and data sources based on the consultations and the document review.

Task F: Meeting - The Contractor will meet by teleconference with the Project Technical Authority to receive feedback on the draft options presentation.

Task G: Finalize Options Presentation – The Contractor will finalize the presentation based on feedback received from the Project Technical Authority.

6. TRAVEL

As meetings can be conducted by teleconference, there is no travel requirement for contractors located outside the National Capital Region.

7. MEETINGS

The initial meeting, as well as any other meeting required, can occur by teleconference.

8. DELIVERABLES

The deliverables will include:

Deliverable A: Draft Options Presentation
Due Date: by February 10, 2017

Deliverable B: Final Options Presentation
Due Date: by February 24, 2017.

9. CONSTRAINTS

All meetings conducted with individual employees and all written material prepared for each employee are to be presented in the official language of choice of the employee.



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ANNEX B - SECURITY REQUIREMENTS CHECK LIST



Gouvernement
du Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat Common PS SRCLM
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. c) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offer and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1913861904
PRA Inc.



Gouvernement
du Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat
Convention P8 GRCLM4
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Show Title(s) of material / Titre(s) de(s) du matériel

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGHT
TRÈS SECRET - SIGHT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

13. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation adéquate peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les opérations de fournisseur concernant la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

Information Technology (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui

ISS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLASSIFIED

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1913861904
PRA Inc.



Government
of Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

Common PS SRCL#4

Security Classification / Classification de sécurité
UNCLASSIFIED

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMMONWEALTH					
	A	B	C	CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO CONFUSION RESTRICTÉE	SECRET CONFIDENTIAL NATO CONFIDENTIAL	NATO SECRET	COMMON TOP SECRET CONFUSION TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
Information / Avertissement																
Information / Avertissement																
IT Users / Utilisateurs IT																
IT Users / Utilisateurs IT																
IT Users / Utilisateurs IT																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1913861904
PRA Inc.

ANNEX C - RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice
Canada

Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B

Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

The Government of Canada has announced that direct deposit will replace cheques as the method of payment. As a result, for Justice Canada, direct deposit will be mandatory as of April 1st, 2014. The Department is asking you to sign up for direct deposit by completing the "Recipient Electronic Payment Registration Request form".

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.



Department of Justice
Canada

Ministère de la Justice
Canada

Contract # 1913861904
PRA Inc.



Department of Justice
Canada

Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B

Protected B

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3 - BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0		Cheque No. N° de chèque 0000000
Pay to the order of Payez à l'ordre de		\$
"Void" «Nul»		Dollars
Signature		00000000
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

For Goods and Services Suppliers

Chief, Accounting Services
Room 1386, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

For Grants and Contributions

Manager, Grants and Contributions Financial Services
Room 6250, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only".

Department of Justice Ministère de la Justice
Canada CanadaContract # 1913861904
PRA Inc.Department of Justice Ministère de la Justice
Canada CanadaRECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUESTDEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B

Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

- IMPORTANT**
- ➔ Must be a Canadian recipient holding a bank account in Canadian \$.
 - ➔ For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees.
 - ➔ Note that Direct Deposit payments carry no stub information.

1 - TYPE OF REQUEST

- ☐ New request ➔ ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)
- ☐ Change ➔ ☐ to banking information (provide a new blank cheque)
- ➔ ☐ from Direct Deposit (DD) to ☐ from Electronic Data Interchange (EDI) to
 Electronic Data Interchange (EDI) Direct Deposit (DD)

2 - RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City		Telephone	Fax
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature

Date

Signature

3 - BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1 Branch Number (transit)	2 Financial Institution Number	4 Name(s) of Account Holder(s)
3 Account Number		
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.		
5 Financial Institution Name, Address and Telephone Number		7 Financial Institution Stamp
6 Signature of Financial Institution Representative		

4 - FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	➔ Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	➔ Name (please print)	Signature
<input type="checkbox"/> Payment Method Changed		

JUS 778e-4 (2014/03) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19032

Requestion No. - Demande
Ord. Off - Bur deman Yc. - An Ser No - N° de série
19032 16 1551

Page 1 of 1

Destination
SAFETY, SECURITY EMERGENCY MNGT
DEPARTMENT OF JUSTICE CANADA
ATT: NICOLE FRANCE LADOUCEUR (957-4
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein
Destinataire au point de destination sauf si indiqué ci-dess.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
BEAUVAIS-LEFORT, M
613-952-2243

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box:

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1903261551

Amendment No. - No. de la modification

Previous Value - Valeur précédente

Inc / Decs - Aug / Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

SAFETY, SECURITY EMERGENCY MNGT
DEPARTMENT OF JUSTICE CANADA
ATT: NICOLE FRANCE LADOUCEUR (957-4
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf

Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E602T-120001/393 between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/393 sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees / Val. Limit Taux/Val limite	GST% %TPS	GST Total Total TPS	Total
00010	HR Consultant for Staffing Processes. Financial Codes Codage financier 0130-18031-15--3750 -4150 The currency of this P.O. is - La devise de ce bon est : CAD	2016.09.16	2017.03.31	19032			13%	2,478.45	21,543.45
	s.19(1) s.20(1)(c) Amount Montant 19,065.00								

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00 00 00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur

COPEM CONSULTING INC.
704 PENSACOLA CRT
OTTAWA ON K4A 0L6
CANADA
Phone: 613-830-1148

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moultées)

Sept 15/16
Date

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B Destination

Pursuant to Section 32(1) of the Financial Administration Act/funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Total Estimated Cost
Coût global estimé
\$ 21,543.45

Vendor No. - No du Fournisseur

Fax No. - No de Télécopie

112745

613-830-7351

JUS 9206-11 (07/2006)

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions énoncées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prêter de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur

[Signature]
Date

naissance du présent contrat et qu'il l'accepte.
Date



Government of
Canada

Gouvernement du
Canada

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-301-9709
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19400	Requisition No. - Demande Yr. - An. 19400	Ser. No. - N° de série 16 1249	Page 1 of 2
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination OFFICE OF THE DG ADMIN DIRECTORATE DEPARTMENT OF JUSTICE CANADA 275 SPARKS ST OTTAWA ON K1R 7X9 CANADA	Inspection Agency - Chargé de l'inspection		
Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input checked="" type="checkbox"/> Contrat	Consignee of destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.		
Amendment <input type="checkbox"/> Modification		Direct Inquiries to: Adresser toutes demandes de renseignements à : COCONETU, TRAIAN 613-301-9709		

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison), non destination indiquée dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940061249

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

OFFICE OF THE DG ADMIN DIRECTORATE
DEPARTMENT OF JUSTICE CANADA
275 SPARKS ST
OTTAWA ON K1R 7X9
CANADA

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Docs. - Aug./Dim.

Revised Value - Montant révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. E602T-120001/458/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/458/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M D-J	To - À Y-A-M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
	The following documents shall form part of this contract: 1) This document entitled Supply Arrangement Contract (page 1-2); 2) The Contract's clauses and annexes here attached (page 1 to 17); 3) The ProServices Supply Arrangement Number E602T-120001/458/ZT, including all clauses terms and conditions. 4) The Vendor Proposal dated August 12, 2016.		s.19(1)						

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur
LANSOWNE TECHNOLOGIES INC.
275 SLATER ST UNIT 1001
OTTAWA ON K1P 5H9
CANADA
Phone: 613-236-3333

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out herefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions énoncées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, ou au aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

29/8/16
Date

Telephone No. - N° de téléphone

Site of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B.

Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

PH#100002/11/16 signed by 18 Date
Total Estimated Cost
Coût global estimé
\$ 67,122.00
For the Minister - Réservé au Ministre
Aug 26, 16

Vendor No. - No. du Fournisseur
125505

Fax No. - No. de Télécopie
613-236-4440

JUS 6200-11 (07/2006)

☒ Offer specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☒ Requested to supply
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prise de retourner immédiatement une copie dûment signée.

29/8/16

**Gouvernement du
Canada**

[illegible]

JUS 9200-11 (07/2008)

Requisition No. - Demande.		
Ord. Off - Bur. deman.	Yr. - An.	Ser. No - N° de série
19400	16	1249

Page 2 of 3



Government of
Canada

Gouvernement du
Canada

From - De

MORONES, OLIVER
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-946-9012
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19400	Requisition No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19400 16 1249	Page 1 of 2
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination OFFICE OF THE DG ADMIN DIRECTORATE DEPARTMENT OF JUSTICE CANADA 275 SPARKS ST OTTAWA ON K1R 7X9 CANADA	Inspection Agency - Chargé de l'inspection	Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.
Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input type="checkbox"/> Contrat	Amendment <input checked="" type="checkbox"/> Modification	Direct inquiries to: Adresser toutes demandes de renseignements à : MORONES, OLIVER 613-946-9012

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise y compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement. 1940061249	
Amendment No.-No. de la modification 1	Previous Value - Valeur précédente \$ 67,122.00
Inc./Decs. - Aug./Dim. \$22,374.00	Revised Value - Montant Révisé \$ 89,496.00

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :
OFFICE OF THE DG ADMIN DIRECTORATE
DEPARTMENT OF JUSTICE CANADA
275 SPARKS ST
OTTAWA ON K1R 7X9
CANADA

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
- The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/458/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/458/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val, Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. s.19(1) s.20(1)(c) Non IT Bus Analyst L3 - Stephen Moore ***Description changed***	2016.10.30	2016.12.28	19400			13%	7,722.00	67,122.00

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

On - Le

Name and address of Vendor - Nom et adresse du fournisseur
LANSOWNE TECHNOLOGIES INC.
275 SLATER ST UNIT 1001
OTTAWA ON K1P 5H9
CANADA
Phone: 613-236-3333

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur potentiel seront considérées comme une offre de vente.

For (type or print) (en lettres moulées)
misseur (en lettres moulées)

Date 25/11/16

Telephone No. - N° d

Vendor No.-No. du Fournisseur
125505
Fax No.-No. de Télécopie
613-236-4440

JUS 9200-11 (07/2006)

☐ Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

Ti

Le

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point FAB Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

FR on file # 1000021249

Signature

Date

Estimated Cost 496.00

For the Minister - Réservé au Ministre

MARIO LACE

is connaissance du présent contrat et en l'accepte

JUS - 1111



**Gouvernement du
Canada**

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00020	Sr. Business Analyst (NON-IT) ***Description changed*** ***PO quantity changed*** ***Net price changed*** ***Schedule lines changed*** ***Schedule lines changed*** ***New Item*** <div style="float: right; text-align: right;"> Financial Codes Amount Codage financier Montant 0130-18031-15--3750 -4150 79,200.00 ===== The currency of this P.O. is - La devise de ce bon est : CAD </div>	2016.10.30	2016.12.28	19400	s.20(1)(c)		13%	2,574.00	22,374.00

JUS 9200-11 (07/2006)

<small>Requisition No. - Demande</small>			<small>Page</small>	<small>of</small>
<small>Ord. Off - Bur. deman.</small> 19400	<small>Yr. - An.</small> 16	<small>Ser. No. - N° de série</small> 1249	2	2

From - Dad

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date de sollicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable		Requisition No. - Demande			Page	
		19013		Ord. Off. - Bur. deman.	Yr. - An,	Ser. No. - N° de série	1	1
				19013	16	0752		
Clauses (1) and (2) below/1 et 2 ci-dessous font partie du document de:		Destination						
Request for proposal <input type="checkbox"/> Demande de proposition		ASSISTANT DEPUTY MINISTER'S OFFICE PUBLIC LAW SECTOR - JUSTICE CANADA ATT: BILJANA LALIC 613-946-2783 5203-275 SPARKS ST OTTAWA-ON K1A 0H8 CANADA						
Contract <input checked="" type="checkbox"/> Contrat		Inspection Agency - Chargé de l'inspection						
Amendment <input type="checkbox"/> Modification		Consignee et destination utiles specified herein. Destinataire au point de destination sauf et indique ci-bas.						
		Direct inquiries to: Adresser toutes demandes de renseignements à: BILJANA LALIC, 613-952-2243						

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box.

Le numéro figurant dans cette case
doit être indiqué dans toutes les factures,
tous les connaissements et tous les
bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ASSISTANT DEPUTY MINISTER'S OFFICE
PUBLIC LAW SECTOR - JUSTICE CANADA
ATT: BILJANA LALIC 613-946-2783
5203-275 SPARKS ST
OTTAWA ON K1A 0H8
CANADA

A moins d'infirmité contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. Le base sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. Le TPS est compris dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais d'expédition, des installations industrielles, les taxes provinciales et municipales ne s'appliquent pas). En ce qui concerne les taxes provinciales, voir l'arrangement en matière d'imposition.

Amendment No.-No. de la modification

Previous Value - Valeur précédente

INC/DOCS - AUG/DITB

Revised Value - Montant Revised

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **Dan Moorcroft** between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **Dan Moorcroft** sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total .
00010	Review of Softwood Lumber contracting	2016.04.25	2016.05.30	19013			13%	1,131.00	9,831.00
	Financial Codes Codage financier 0130-51000-15--3750 -7140	Amount Montant 8,700.00	s.19(1) s.20(1)(c)						
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le
 21-05-2018 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On-Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB	Destination
--------------------------	-------------

Name and address of Vendor - Nom et adresse du fournisseur

QMR STAFFING SOLUTIONS
906-75 ALBERT ST
OTTAWA ON K1P 5E7
CANADA
Phone: 613-234-4972

Name and title of person authorized to sign on behalf of Vendor (type or print)
Name of:

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques, les fonds
sont disponibles.

Total Estimated Cost

Gold global estimate

\$ 9,831.00

Vendor No - No du Fournisseur

Fax No. - No. de Téléphone

128321

JUS 9200-11 (07/2005)

☐ Return the signed copy forthwith.
Prépare de retourner immédiatement
une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.

et qu'il l'accepte.



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – 1000020752

Resulting Contract Clauses
E60ZT-120001/462/ZT

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **RELIABILITY STATUS, CONFIDENTIAL** or **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b. *Industrial Security Manual* (Latest Edition).

2. Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of one (1) Business Analyst Consultant for the Department of Justice under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under Annex "A" Statement of Work.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

4. General Conditions

2010B 2015-09-03, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The Work is to be performed during the period of April 25th, 2016 to May 30th, 2016.



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – 1000020752

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:
Mélanie Beauvais Lefort
Contracting Officer
Department of Justice Canada
Contracting and Materiel Management Division
284 Wellington Street, EMD1239
Ottawa, ON K1A 0H8
Telephone: 613-952-2243
E-mail: Melanie.beauvais-lefort@justice.gc.ca

s.19(1)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority

The Project Authority for the Contract is:
Laurie Wright
Assistant Deputy Minister
Office of the Assistant Deputy Minister
Department of Justice Canada
284 Wellington Street, EMD1239
Ottawa, ON K1A 0H8
Telephone: 613-941-7890
E-mail address: laurie.wright@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative


75 Albert Street, Suite 906
Ottawa ON K1P 5E7
Telephone: 613-234-4972
Email: 



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – 1000020752

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment outlined below, to a limitation of expenditure of \$8,700.00. Customs duties are included and Applicable Taxes are extra.

Consultant: [REDACTED] s.19(1)
Per Diem Rate: [REDACTED] plus taxes s.20(1)(c)

Payment for the work performed shall be made on the following basis:

Consultant: Bill Austin	
A maximum of [REDACTED]	\$8,700.00 plus taxes
HST	\$1,131.00
TOTAL	\$9,831.00

* One day of work is 7.5 hours.

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$8,700.00. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – 1000020752

- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 18 – Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2035 (2014-06-26), General Conditions - Higher Complexity - Goods forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 20– Payment Period and Article 21 - Interest on Overdue Accounts, set out in General Conditions 102 (2013-10-15) - Medium to High Complexity - Services) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b) The accuracy of the Contractor's time recording system.
 - c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
- Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. – 1000020752

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. A copy of time sheets to support the time claimed

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to this address:

Biljana Lalic
Administrative Officer
Department of Justice Canada
275 Sparks Street, SAT-5203
Ottawa Ontario K1A 0H8
Telephone: 613-990-6193
E-mail: Biljana.lalic@justice.gc.ca

8.1 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Certifications - Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



11. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions (2014-09-25) 2010B General Conditions - Professional Services (Medium Complexity)
- c. Annex A, Statement of Work;
- d. Supply Arrangement Number E60ZT-120001/462/ZT
- e. The Contractor's proposal dated April 8, 2016

12 Basis for Canada's Ownership of Intellectual Property

The Department of Justice Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

13. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

14. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



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15. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

16. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

17. Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or



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(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

(a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or

(b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or

(c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



Annexe A – Statement of Work

1 TITLE

Review of Softwood Lumber contracting process for legal services.

2 OBJECTIVE

The objective is to determine whether planning and decision for the sole source contract follow government policies, modern comptrollership and value for money. The contractor is also to provide suggestions, if any, for potential improvements to that process in future contracting.

3. BACKGROUND

The legal services required relate primarily to U.S. domestic law in connection with domestic U.S. administrative and judicial procedures, as well as dispute settlement under Chapter 19 or the North American Free Trade Agreement. As a secondary matter those legal services would also include a reviewing function regarding any related litigation at the World Trade Organization.

4. SCOPE OF WORK

The contractor will examine information related to the contracting process as provided by the Department of Justice contracting officials and the Trade Law Bureau (JLT), with further verification as considered necessary with individuals knowledgeable about the legal expertise available in the United States to provide the desired legal services, including potential conflicts of other potential service providers that would preclude their availability for this work.

5. TASK AND DELIVERABLE

The Contractor will be required to provide the following tasks:

Review information to determine whether planning and decision making follow government policies, modern comptrollership and value for money. The contractor will also provide suggestions, if any, for potential improvements to that process in future contracting.

Provide the results of that review and recommendations in the form of a written report. That report will be provided first in draft to relevant officials at the Department of Justice for comment, then finalized and provided to the Deputy Minister of Justice.

6. TRAVEL

There is no travel associated with this requirement.

7. MEETINGS

Meetings for this requirement may take place over the telephone, via teleconference, and videoconference to complete the tasks within the scope of this Contract.



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Annexe B – Security Requirement Check List (SRCL)



Conclusions



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Contract Number / Numéro du contrat
Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?
☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?
☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?
☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?
☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?
☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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Ministère de la Justice
Canada

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ		NATO					COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO CONFIDENTIAL CONFIDENTIEL	NATO CONFIDENTIAL CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
Information / Access Renseignements / Accès														
Media / Support II														
IT Unit / Unité électronique														

12. a) Is the description of the work contained within the SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Ruben Loman</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
000-000-0000	000-000-0000	SSPC.CPSS@psgo-pwgsa.gc.ca	2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Charron, Annick		SO	<i>Annick Charron</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
819-950-0815	819-954-1442	annick.charron@psgo-pwgsa.gc.ca	March 20, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
		<input type="checkbox"/> No / Non	<input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
			28-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@psgo-pwgsa.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of
Canada

Gouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19285	Requestion No. - Demande Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série 19285 16 0952	Page 1 of 1
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination WORKPLACE BRANCH DEPARTMENT OF JUSTICE CANADA ATT: DIANE LATREILLE (613) 952-6551 350 ALBERT ST ROOM 350 OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein Destinataire au point de destination sauf si indiqué ci-dessus.
Request for proposal <input type="checkbox"/> Demande de proposition	Contract <input checked="" type="checkbox"/> Contrat	Amendment <input type="checkbox"/> Modification	Direct inquiries to: Adresser toutes demandes de renseignements à: BEAUVAIS-LEFORT, M 613-952-2243

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.	1928560952
Amendment No.-No. de la modification	Previous Value - Valeur précédente
Inc/Decs. - Aug/Dim.	Revised Value - Montant révisé

Invoices - Original and two copies are to be sent to:
Factures - Remporter et envoyer l'original et deux copies à :
WORKPLACE BRANCH
DEPARTMENT OF JUSTICE CANADA
ATT: DIANE LATREILLE (613) 952-6551
350 ALBERT ST ROOM 350
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in SSC Supply Arrangement Serial No. Dominique Denny between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série Dominique Denny sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Val. Limit Taux/Val. limite	GST % % TPS	GST Total Total TPS	Total
00010	Design and facilitate support Financial Codes Codage financier 0130-18045-15--3750 -4060 ===== Amount Montant 4,000.00 =====	2016.05.18	2016.06.15	19285			13%	520.00	4,520.00
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le At - A 09:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheet(s) at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, ou au aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	Site point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus
On - Le		F.O.B. Point - Point F.A.B.
Name and address of Vendor - Nom et adresse du fournisseur DENNERY RESOURCES 108 DUFORD ST OTTAWA ON K1L 6Z6 CANADA Phone: 613-857-5149	Signature Date 18 mai	Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la Loi sur la gestion des finances publiques des fonds sont disponibles. Total Estimated Cost Coût global estimatif \$ 4,520.00
Vendor No. - No. du Fournisseur 107043	Fax No. - No. de Télécopie	For the Minister - Réservé au Ministre Signature
<input type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.		<input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.
<input type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.		<input type="checkbox"/> The Vendor hereby accepts and acknowledges this contract. Le Fournisseur

JUS 9200-11 (07/2005)



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Resulting Contract Clauses
E60ZT-120001/501/ZT

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of one (1) Facilitator consultant for the Department of Justice under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under Annex "A" Statement of Work.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

4. General Conditions

2010B 2015-09-03, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The Work is to be performed during the period of May 18, 2016 to June 15, 2016.

6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:

Mélanie Beauvais-Lefort
Contracting and Materiel Officer
Department of Justice Canada
284 Wellington Street - EMB Room 1239
Ottawa, ON K1A 0H8
Telephone: 613-952-2243
E-mail address: melanie.beauvais-lefort@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.



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6.2 Project Authority

The Project Authority for the Contract is:

Alexis ford-Ellis
Manager
Wellness Program
Department of Justice Canada
350 Albert Street
Ottawa, Ontario K1A 0H8
Telephone: 613-612-6305
E-mail address: alexis.ford-ellis@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative

[REDACTED]
108 Duford street
Ottawa ON K1S 2C4
Telephone: [REDACTED]
Email: [REDACTED]

7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment outlined below, to a limitation of expenditure of \$4,000 Customs duties are included and Applicable Taxes are extra.

Consultant: [REDACTED]
Per Diem Rate: [REDACTED] plus taxes

s.19(1)

s.20(1)(c)

Payment for the work performed shall be made on the following basis:

Activity	Estimated Level of Effort
Step I: Prepare	[REDACTED]
Step II: Design	[REDACTED]
Step III: Facilitate	[REDACTED]
Step IV: Document	Not applicable
Step V: Debrief	No Cost
Total Professional Fees:	\$4,000.00 plus taxes



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7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$4,000.00. Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment - Single Payment

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 18 - Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2035 (2014-06-26), General Conditions - Higher Complexity - Goods forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 20 - Payment Period and Article 21 -



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Interest on Overdue Accounts, set out in General Conditions 102 (2013-10-15) - Medium to High Complexity - Services) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
- b) The accuracy of the Contractor's time recording system.
- c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. A copy of time sheets to support the time claimed

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to this address:

Diane Latreille
Administrative Officer
Workplace Branch
350 Albert Street, Suite 300
Ottawa Ontario, K1A 0H8
Telephone: 613-952-3932
E-mail: diane.latreille@justice.gc.ca



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8.1 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Certifications - Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions (2014-09-25) 2010B General Conditions - Professional Services (Medium Complexity)
- c. Annex A, Statement of Work;
- d. Supply Arrangement Number E60ZT-120001/501/ZT
- e. The Contractor's bid

12. Basis for Canada's Ownership of Intellectual Property

The Department of Public Works and Government Services Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

13. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges



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that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

14. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

15. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

16. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity



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provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

17. Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to *Department of Justice Act*, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.



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If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



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Annexe A – Statement of Work

1 TITLE

Design and facilitate support for the development of a Mental Health Framework and Action plan for the Department of Justice.

2 OBJECTIVE

Facilitate in-depth conversations about the proposed framework, obtain support for its contents, and facilitate agreement on a list of priority actions phased over a multi-year time period. Time permitting the forum should also review the draft Terms of Reference for the Committee, and the draft performance indicators.

3 BACKGROUND STATEMENT

Reviewing the requirements and methodology for this Work in order to facilitate a significant in-depth conversation. Review the following information already provided for the day:

- Development of Terms of Reference, membership, and governance relating to the proposed action to establish a departmental committee that will provide guidance and direction on the management of psychological health lead by the Mental Health Champion.
- Development of an integrated Mental Health Framework – this will set out the vision, desired outcomes, pillars of activities, and the expected outputs and short-term outcomes. This will set the basis for an integrated plan of priority activities phased-out over the next three years to achieve measurable outcomes. The framework will be in a placemat format with supporting description.
- Organize a forum with stakeholders to discuss the current organizational approach on psychological health (Identify opportunities for improvements, current challenges and obstacles, coordination issue, departmental priorities, etc.). The key output of the forum will be a list of priority actions phased out over a multi-year roadmap.
- Identify key performance indicators to monitor the status of psychological health and assess progress. This indicators will align with the framework, and follow SMART principles. They will be leading and lagging indicators, and will not represent a burden on the Workplace Branch for reporting, but instead serve as the basis for continuous improvement of services and programming around psychological health in the workplace of Justice Canada.

4 REFERENCE DOCUMENTS

- Latest version of the Management Action Plan (MAP).
- Readiness Assessment Deck on Psychological Health prepared by the Audit Office
- Deck on the MH Strategy recently presented to the Executive Committee which provides update on some accomplishments and proposed future activities (in line with the MAP). The suggested activities have been approved by the Executive Committee.



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- *Establish an integrated Mental Health Framework*, taking into consideration the Framework for a Respectful Workplace.*

Please note that these documents are for internal use only and should not be shared outside the Department of Justice. Thank you.

5. REQUIREMENT DESCRIPTION

5.1 SCOPE

The following principles characterize our approach to our facilitation and consulting assignments and would guide our efforts on this project.

- **A close collaboration with our clients:** We work with you to shape your agenda to achieve sustainable outcomes. This is your Forum and you want to be able to implement tangible results to pursue your objectives. We bring our expertise in group dynamics while you bring your unique perspective on your organization and your files. This synergy creates the most successful outcomes.
- **A design tailored to your needs:** We tailor methodologies and processes to suit your particular culture and needs. There is no one-size fits all. We take the best of what the state-of-the-art methods have to offer and design an agenda and group process that will support group synergy in your organizational context.
- **A facilitated dialogue:** We support you in holding an open dialogue with your participants that leads to group reflection in a constructive way. We use best practices in group facilitation (www.dominiquedennerly.com), and are particularly adept at facilitating senior professionals leading culture change efforts.
- **A solutions focus:** Once you have your bold vision, we work with you and your stakeholders to focus your attention on actionable items that will help you achieve measurable success. We do this by asking key questions that will move you towards your goals: How will your vision coalesce into strategies? How will the strategies translate into actions? Who will lead the efforts? What roles will champions, advisors and stakeholders play? How will you know you have reached your goals? What next?
- **A documented process:** When our clients require our support, we summarize results in a document that is short and to the point, with a particular emphasis on tangible next steps for implementation. We use graphs and pictures to illustrate your key insights. The record of your decisions becomes your road map for the year.

5.2 Tasks / Detailed Services

The following is proposed for your consideration:

Step 1: Prepare

- Meet with DG and/or lead organizer; familiarize with documentation
- Up to two meetings in person or over the phone to agree on overall approach and clarify deliverables.
- Review documentation regarding vision, plans and priorities.



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Step II: Design

- Develop facilitated approach for the Forum.
- This includes the development of an Agenda and a PPT to guide participants during the day.

Step III: Facilitate

- Facilitation of the one-day Forum.

Step IV Document

- Not-applicable to this assignment.

Step V Debrief

- Meet with clients to review results of the day and suggest potential next steps.

5.3 Deliverables and Acceptance Criteria

The following is proposed for your consideration:

Step I: Prepare

- Meet with DG and/or lead organizer
- Two meetings (in person or over the phone) to agree on overall approach and clarify deliverables.
- Review documentation regarding vision, plans and priorities.

Step II: Design

- Develop facilitated approach for the Forum.
- This includes a PPT to guide participants during the day.

Step III: Facilitate

- Facilitation of the one-day Forum.

Step IV Document

- Not-applicable to this assignment.

Step V Debrief

- Meet with clients to review results of the day and suggest potential next steps.



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- 5.4 Language Requirements**
Facilitation services will be provided in both official languages
- 4.5 Location of Service Delivery**
Ottawa, Ontario (National Capital Region)

Government of
CanadaGouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19399	Requisition No. - Demande Ord. Off - Bur. deman. 19399 Yr. - An. 16 Ser. No - N° de série 1073	Page 1 of 1
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination CORPORATE PLANNING, REPORTING & RIS DEPARTMENT OF JUSTICE CANADA ATT: RACHELLE MATTE (613-952-3858) 284 WELLINGTON STREET OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas. Direct inquiries to: Adresser toutes demandes de rens. à : BEAUVAIS-LEFORT, M 613-952-2243
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification			

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1939961073

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

CORPORATE PLANNING, REPORTING & RIS
DEPARTMENT OF JUSTICE CANADA
ATT: RACHELLE MATTE (613-952-3858)
284 WELLINGTON STREET
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of **Justice Canada** and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de **Justice Canada** et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **E602T-120001/053/ZT** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **E602T-120001/053/ZT** sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Write Job Description Helpdesk Superviso Financial Codes Codage financier 0130-20042-15--3720 -4050 =====	2016.06.20	2017.03.31	19399			13%	460.20	4,000.20
	Amount Montant 3,540.00 =====			s.20(1)(c)					
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.
On - Le	Name and address of Vendor - Nom et adresse du fournisseur EPSI 6 SAINTE-MARIE ST GATINEAU QC J8Y 2A3 CANADA Phone: 819-771-9078	F.O.B. Point - Point F.A.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles PR 100002-073 on file Signature Date Total Estimated Cost Coût global estimatif \$ 4,000.20 For the Minister - Réserve au Ministre Signature Title - Titre
Vendor No. - No. du Fournisseur 122985	Fax No. - No. de Télécopie 819-771-7590	Signature Date Telephone No. - N° de téléphone The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.
JUS 9200-11 (07/2006)		

Government of Canada /
Gouvernement du Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

FORT, M
PITAL REGION
APITALE NATIONALE
TON ST
K1A 0H8

952-2243

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19399	Requisition No - Demande Ord. Off - Bur. deman. 19399	Yr. - An. 16	Ser. No - N° de série 1073	Page 1
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de.					Inspection Agency -
Request for proposal <input type="checkbox"/>	Demande de proposition				Consignee at destination unless specified herein Direct inquiries to: Adresser toutes les BEAU 613-9
Contract <input checked="" type="checkbox"/>	Contrat				
Amendment <input type="checkbox"/>	Modification				
Destination CORPORATE PLANNING, REPORTING & RIS DEPARTMENT OF JUSTICE CANADA ATT: RACHELLE MATTE (613-952-3858) 284 WELLINGTON STREET OTTAWA ON K1A 0H8 CANADA					

herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs
The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit
the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges)
sein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement

All invoices, shipping bills
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1939961073

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OTTAWA ON K1A 0H8
CANADA

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diable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent
conduiment et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les
scipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière

Amendment No - No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim

Revised Value - Montant Révisé

he Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

e Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

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ans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/053/ZT

les présentes

Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vat. Limit Taux/Vat. limite	GST% %TPS	GST Total Total TPS
Job Description Helpdesk Superviso	2016.06.20	2017.03.31	19399			13%	460.20
Financial Codes age financier 30-20042-15--3720 -4050	Amount Montant 3,540.00	s.19(1) s.20(1)(c)					
currency of this P.O. is - La devise de ce bon est: CAD							

ation à soumissionner prend fin le	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.		State point of manufacture/shipping of goods or where service is to be rendered. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore services doivent être rendus.	
Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	F.O.B. Point - Point F.A.B.		Destination	
For - Nom et adresse du fournisseur	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)		Pursuant to Section 32(1) of the Financial Administration Act, funds: En vertu de l'article 32(1) de la loi sur la gestion des finances publiques sont disponibles	
RIE ST J8Y 2A3 771-9078	Date 15.06.2016 Telephone No. - N° de téléphone 771 9078		Total Estimated Cost Coût global estimatif \$ 4,000.20	
seur	Fax No. - No de Télécopie 819-771-7590	<input checked="" type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.	<input type="checkbox"/> You are requested to supply as indicated herein. Vous vous demandons de fournir ce qui est précisé dans les présentes.	<input type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

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Resulting Contract Clauses
E60ZT-120001/053/ZT

1. Security Requirement

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # COMMON-PS-SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET** as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex B;
 - b. *Industrial Security Manual* (Latest Edition).

2. Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of one (1) Staffing Consultant for the Department of Justice under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under Annex "A" Statement of Work.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

4. General Conditions

2010B 2016-04-04, General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

5. Term of Contract

5.1 Period of the Contract

The Work is to be performed during the period of June 20th, 2016 to March 31st, 2017.



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6. Authorities

6.1 Contracting Authority

The Contracting Authority for the Contract is:
Mélanie Beauvais Lefort
Contracting Officer
Department of Justice Canada
Contracting and Materiel Management Division
284 Wellington Street, EMD1239
Ottawa, ON K1A 0H8
Telephone: 613-952-2243
E-mail: Melanie.beauvais-lefort@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.2 Project Authority

The Project Authority for the Contract is:
Claudie Besner
Manager
Finance and Planning Branch, Systems
Department of Justice Canada
284 Wellington Street, EMD1239
Ottawa, ON K1A 0H8
Telephone: 613-290-0181
E-mail address: claudie.besner@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.3 Contractor's Representative


EPSI
6, Sainte-Marie Street
Gatineau, Québec J8Y 2A3
Telephone: 819-771-9078
Email: 

s.19(1)

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7. Payment

7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment outlined below, to a limitation of expenditure of \$3,540.00. Customs duties are included and Applicable Taxes are extra.

Consultant: [REDACTED] s.19(1)
Per Diem Rate: [REDACTED] plus taxes s.20(1)(c)

Payment for the work performed shall be made on the following basis:

Consultant: [REDACTED]	
A maximum of [REDACTED] days of effort @ [REDACTED]	\$3,540.00
HST	\$460.20
TOTAL	\$4,000.20

7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$3,540.00 Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment – Multiple Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;



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- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

7.4 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 12 – Payment Period and Article 13 - Interest on Overdue Accounts, set out in 2010C (2016-04-04), General Conditions – Medium Complexity – Services forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex C. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 20– Payment Period and Article 21 - Interest on Overdue Accounts, set out in General Conditions 102 (2013-10-15) - Medium to High Complexity - Services) forming part of this Contract will not apply, until the Contractor corrects the matter.

7.5 Discretionary Audit

The following are subject to government audit before or after payment is made:

- a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b) The accuracy of the Contractor's time recording system.
 - c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
- Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

7.6 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.



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8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. A copy of time sheets to support the time claimed

Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to this address:

Rachelle Matte
Executive Assistant
Department of Justice Canada
284 Wellington Street, EMD1239
Ottawa, ON K1A 0H8
Telephone: 613-952-3858
E-mail: rachelle.matte@justice.gc.ca

8.1 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

9. Certifications - Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



11. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. the general conditions (2016-04-04) 2010B General Conditions - Professional Services (Medium Complexity)
- c. Annex A, Statement of Work;
- d. Supply Arrangement Number E60ZT-120001/053/ZT
- e. The Contractor's proposal dated June 3rd, 2016

12 Basis for Canada's Ownership of Intellectual Property

The Department of Justice Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

13. Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

14. Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.



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15. Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

16. Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

17. Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or



(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or

(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:

(a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or

(b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or

(c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



Annexe A – Statement of Work

1 TITLE

Classification services to write a job description for a new System Helpdesk Supervisor position (proposed classification AS-05).

2 OBJECTIVE

Write a job description for a new position in the Financial Systems Division. The contractor will also need to develop the rationale to support the job description.

3. REQUIREMENT DESCRIPTION

3.1 Scope

The contractor will provide classification services for the development of a job description for a System Helpdesk Supervisor position and to provide all supportive rationale and documents.

3.2 Tasks / Detailed Services

The tasks will include:

- 1) Conduct individual interviews with the manager and team lead.
- 2) Draft a job description based on the interviews and any other documents provided by the manager.
- 3) Meet with the manager and Team lead to review the proposed job description and make any adjustments if required.
- 4) Prepare and provide a rationale that will support the classification of the new position.
- 5) Submit work description to the HR Unit along with other required documents (Personnel Action Request Form and organizational chart)
- 6) *Provide all supportive rationale to support sponsoring the position by Manager; in other words, presentation in front of the HR committee.*
- 7) *If a second-level review is necessary, provide all supportive rationale to support sponsoring the position; in other words, a presentation at the second-level review committee to explain the work requirements that warrant the level we are seeking.*

3.3 Deliverables and Acceptance Criteria

Timeframe and Delivery Dates:

- The work will need to be completed before March 31, 2017.

Acceptance Criteria such as standards, formats, content:

- The job description will need to meet the government of Canada classification standards;
- The document will need to be in the format required; and
- All the sections included in the template to be provided to the contractor will need to be completed by the contractor.



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4. LANGUAGE REQUIREMENTS

The job description and the rationale will need to be completed in English, but the contractor's other documents can be provided in French or English. Interviews and meetings can be held in either official languages.



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Annexe B - Security Requirement Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#19
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government / Département ou Organisation / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>	Restricted to / Limité à : <input type="checkbox"/>
Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :	Specify country(ies) / Préciser le(s) pays :
7. c) Level of Information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input checked="" type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input checked="" type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input checked="" type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COMINT TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COMINT TRÈS SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

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Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRC1819
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

5. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: 1/4

7. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input checked="" type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unescorted personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unescorted personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté?

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

TBS/SC 350-100(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. - 1000021073



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#10
Security Classification / Classification de sécurité UNCLASSIFIED

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO PROTECTED	NATO CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET	PROTECTED	CONFIDENTIAL	SECRET	TOP SECRET
Information / Assets Informations / Valeurs														
Production														
IT Media / Support TI														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Requisition No. - 1000021073



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRC1#18
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Centralized Professional Services System, CPSS	Professional Services - Methods of Supply	<i>Robert Lorne</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SSPC.CPSS@psgc-pwpsc.gc.ca
		Date 2012/03/13

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Charron, Anrick	SO	<i>Anrick Charron</i>
Telephone No. - N° de téléphone 819-958-0815	Facsimile No. - N° de télécopieur 819-958-1449	E-mail address - Adresse courriel anrick.charron@psgc-pwpsc.gc.ca
		Date March 20, 2012

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? ☐ No ☐ Yes
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
		<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date 28-MARCH-2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@psgc-pwpsc.gc.ca
Tel/Fax - 613-948-1732 / Fax/Téléc - 613-954-4171

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner

From - De

COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this.
Les clauses 1 et 2 ci-dessous font partie du document de

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19299

Requisition No - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N
19299 16 07

Destination
OFFICIAL LANGUAGES DIRECTORATE
MINISTÈRE DE LA JUSTICE CANADA
ATT: BILJANA LALIC 613-941-1980
284 RUE WELLINGTON
OTTAWA ON K1A 0H8
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein. Municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to
Factures - Remplir et envoyer l'original et deux copies à

1929960756

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc/Decs - Aug/Dim

Revised Value - Montant Révisé

OFFICIAL LANGUAGES DIRECTORATE
MINISTÈRE DE LA JUSTICE CANADA
ATT: BILJANA LALIC 613-941-1980
284 RUE WELLINGTON
OTTAWA ON K1A 0H8
CANADA

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. Traian Coconetu between the Vendor and the Crown, as represented by the Minister of Public Works and Government Services Canada, are hereby incorporated into this document

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série Traian Coconetu sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - A Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees/Vat Limit Taux/Vat. limite
	<p>CONTRACT DOCUMENTS</p> <p>The following documents shall form part of this contract:</p> <p>1) The ProServices Supply Arrangement Number E60ZT-120001/194/ZT, included all clauses terms and conditions.</p> <p>2) The Vendor Submission entitled "Quotation for Technical Services attached.</p>	s.19(1)				

Solicitation closes - L'invitation à soumissionner prend fin le
At - A 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/sh
Indiquer le lieu de fabrication
services doivent être rendus.

On - Le

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

F.O.B. Point - Point F.A.B.

Name and address of Vendor - Nom et adresse du fournisseur

EXCEL HUMAN RESOURCES
SUITE 300
102 BANK ST
OTTAWA ON K1P 5N4
CANADA

Phone: (613) 230-5393

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

Pursuant to Section 32(1) of the
En vertu de l'article 32(1) de
la Loi sur l'accès à l'information

PR # 1000

Total Estimated Cost
Coût global estimatif

\$ 24,936.8

Signature

Date

Telephone No. - N° de téléphone

☐ Your offer is accepted to the extent specified herein
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☒ Return the signed copy forthwith.
Prévoir de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts the terms and conditions of this contract.
Le fournisseur accepte les conditions de ce contrat.

Vendor No. - No. du Fournisseur
100970

Fax No. - No. de Télécopie
613) 230-1623

JUS 9200-11 (07/2006)



Government of
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite
	<p>3) The Annexes of the Contract.</p> <p>CONTRACT CLAUSES</p> <p>The present Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA).</p> <p>The following clauses and conditions apply to and form part of the present contract:</p> <p>1 Security Requirements</p> <p>The following security requirements (SRCL and related clauses) apply and form part of the Contract.</p> <p>1.1 SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#2</p> <p>1.The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening(DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).</p> <p>2.The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.</p> <p>3.Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.</p> <p>4.The Contractor/Offeror must comply with the provisions of the:</p> <p>a.Security Requirements Check List, attached at Annex A;</p> <p>b.Industrial Security Manual (Latest Edition).</p> <p>2 Statement of Work</p> <p>This Contract is being issued for the requirement of Professional Services of one (1) WEB Architect Consultant- level 3 for the Department of Justice Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements below the NAFTA threshold (including taxes, travel and living, amendments, etc.).</p> <p>The work to be performed is detailed under Annex "A" Statement of Work.</p> <p>3 Standard Clauses and Conditions</p>					

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val Limit Taux/Val limite
	<p>All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.</p> <p>3.1 General Conditions</p> <p>2010B (2014-09-25), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.</p> <p>4 Term of Contract</p> <p>4.1 Period of the Contract</p> <p>The Work is to be performed on or before July 31, 2016.</p> <p>5 Authorities</p> <p>5.1 Contracting Authority</p> <p>The Contracting Authority for the Contract is:</p> <p>Contact Name: Traian Coconetu Telephone: 613-301-9709 E-mail address: traian.coconetu@justice.gc.ca</p> <p>Department Name and Address: Justice Canada 284 Wellington Street Ottawa, Ontario K1A 0H8 Canada</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Project Authority</p> <p>The Project Authority for the Contract is:</p> <p>Contact Name: Michel Francoeur, Director, Official Languages Directorate Telephone: 613-951-4967 E-mail address: Michel.francoeur@justice.gc.ca</p>					

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CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et au

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite
	<p>Department Name and Address: Justice Canada Constitution Square 350, Albert Street Ottawa K1R-1A4</p> <p>The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>The Contractor's Representative for the Contract is:</p> <p>Contact Name: [REDACTED] Title: [REDACTED] Excel Information Technology Resources Tel: (613) 230-3700 [REDACTED] http://www.excelitr.com</p> <p>6 Payment</p> <p>6.1 Basis of Payment- Firm Unit Price</p> <p>In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified below. Customs duties are included and Applicable Taxes are extra.</p> <p>Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.</p> <p>6.2 Basis of Payment- Professional Fees</p> <p>Resource name: [REDACTED] Per Diem Rate: [REDACTED] Level of Effort: up to a maximum of [REDACTED]</p> <p>For the purpose of this Contract, a day is defined as 7.5 hours of</p>					s.19(1) s.20(1)(c)

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Gouvernement du
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite
	<p>work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all-inclusive fixed daily rate must be prorated to reflect the actual time worked</p> <p>6.3 Authorized Travel and Living Expenses</p> <p>Canada will not pay any travel or living expenses associated with performing the Work.</p> <p>6.4 Limitation of Expenditure</p> <p>1. Canada's total liability to the Contractor under the Contract must not exceed \$ 22,068.00. Customs duties are include and Applicable Taxes are extra.</p> <p>2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.</p> <p>The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:</p> <p>a. when it is 75 percent committed, or</p> <p>b. four (4) months before the contract expiry date, or</p> <p>c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</p> <p>3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.</p> <p>7 Method of Payment</p> <p>7.1 Terms of Payment-Single Payment</p> <p>Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:</p> <p>a.an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</p>					

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Government of
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Gouvernement du
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et au:

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees / Val. Limit Taux/Val. limite
	<p>b.all such documents have been verified by Canada;</p> <p>c.the Work delivered has been accepted by Canada.</p> <p>7.2 Payment by Direct Deposit</p> <p>Payments by direct deposit will be subject to Article 18 - Payment Period and Article 19 - Interest on Overdue Accounts, set out in 2035 (2014-09-25), General Conditions - Higher Complexity - Goods forming part of this Contract.</p> <p>To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at http://www.justice.gc.ca/eng/contact/enrol-inscri.html.</p> <p>It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 20- Payment Period and Article 21 - Interest on Overdue Accounts, set out in General Conditions 102 (2013-10-15) - Medium to High Complexity - Services) forming part of this Contract will not apply, until the Contractor corrects the matter.</p> <p>8 Accounts and Audit</p> <p>1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.</p> <p>2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.</p> <p>3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims</p>					

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite
	<p>and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.</p> <p>4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.</p> <p>9 Time Verification</p> <p>Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.</p> <p>10 Invoicing Instructions</p> <p>The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.</p> <p>Each invoice must be supported by:</p> <p>a. A copy of time sheets to support the time claimed</p> <p>Invoices must be distributed as follows:</p> <p>a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.</p> <p>11 No Responsibility to Pay for Work not performed due to Closure of Government Offices</p> <p>(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.</p>					

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Government of
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Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Vol. limite
	<p>(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.</p> <p>12 Certifications Compliance</p> <p>The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.</p> <p>13 Applicable Laws</p> <p>The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.</p> <p>14 Priority of Documents</p> <p>If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement; (b) the general conditions (2014-09-25) 2010B General Conditions - Professional Services (Medium Complexity); (c) Annex A, Statement of Work; (d) Annex B, Security Requirements Check List; (e) Supply Arrangement Number E60ZT-120001/194/ZT ; and (f) the Contractor's bid dated May 9, 2016.</p> <p>15 Translation of Documentation</p> <p>The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any</p>					

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off. - Bur. deman. Yr. - An. Sé: No. - N° de sé:
19299 16 0756

000345



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite
	<p>technical errors or other problems that may arise as a result of the translation.</p> <p>16 Replacement of Specific Individuals</p> <p>1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.</p> <p>2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:</p> <p>(a) the name, qualifications and experience of the proposed replacement; and</p> <p>(b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.</p> <p>3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract</p> <p>17 Liability</p> <p>The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party.</p> <p>Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement.</p> <p>Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.</p> <p>18 Intellectual Property Infringement and Royalties</p>					

JUS 9200-11 (07/2006)

Requisition No. - Demande		
Ord. Off. - Bur. doman.	Yr. - An	Ser. No. - N°
19299	16	075

000346



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val Limit Taux/Val. limite
	<p>1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.</p> <p>2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately.</p> <p>If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim.</p> <p>In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.</p> <p>3. The Contractor has no obligation regarding claims that were only made because:</p> <p>(a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or</p> <p>(b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or</p> <p>(c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or</p> <p>(d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name]</p>					

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off - Bur. deman Yr. - An Ser No - N° de sé
19299 16 0756

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner e

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees /Val. Limit Taux/Val. km/le
	<p>and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.</p> <p>4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:</p> <p>(a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or</p> <p>(b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or</p> <p>(c) take back the Work and refund any part of the Contract Price that Canada has already paid.</p> <p>If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.</p> <p>LIST OF ANNEXES (See documents attached)</p> <p>1) ANNEX "A"- STATEMENT OF WORK 2) ANNEX "B"- SECURITY REQUIREMENTS CHECK LIST 3) ANNEX "C" -RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM</p>					
00010	<p>Web Architect [REDACTED]</p> <p>Financial Codes Codage financier 0130-13040-15--3750 -3110 =====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>	2016.05.10	2016.07.31	19299		
	<p>Amount Montant 22,068.00 =====</p>					

s.19(1)
s.20(1)(c)

JUS 9200-11 (07/2006)

Requisition No. - Demande
Ord. Off. - Bur. deman. Yr - An Sor. No - N°
19299 16 07

000348

Annex A- Statement of Work

Title: Senior Organizational Development Consultant

Background Statement:

As a result of new responsibilities of the Section Youth Justice and Strategic Initiatives and the re-allocation of some program responsibilities, YJSIS requires external expertise in establishing a new, or re-affirming an existing, organizational structure. Also, YJSIS requires external expertise in identifying the appropriate positions, including number of required positions, classification type, and level of positions, required to meet the responsibilities of the section.

Scope:

The Consultant must be able to provide strategic advice, expertise and excellent quality services for YJSIS. The firm will support YJSIS in the design and development of its own organizational model and will foster the creation of an efficient and effective organization by adopting Government of Canada best practices.

Objective:

- Provide advice and guidance on organizational structure and reporting mechanisms to support the new YJSIS mandate. The Consultant will provide expert advice on the design and development a YJSIS organizational model and foster the creation of an efficient organization by adopting Government of Canada best practices. s.19(1)
- Acceptance and approval of the new proposed organizational structure and model.

Tasks Resource # 1-

- Analysing current and end state, developing options and recommending new organizational structures; including costing.
- Reviewing existing work processes and organizational structures to determine their efficiency and effectiveness, and making recommendations.
- Assist with organizational needs assessment and strategic planning to ensure development of human capital to meet business objectives and goals.
- Conduct a strategic review of the positions in the organization.
- Performing job, activities, and responsibilities analysis including a proposed classification of positions and supporting rationales.
- Liaising with management in order to clearly define the activities and responsibilities of the organization, and provide options.
- Compiling information and preparing a final report with an outcome, rationales, and recommendations in a format useful to YJSIS management.
- Providing advice, support and consultation to senior staff and management to achieve strategic initiatives and goals.
- Providing advice on succession planning, opportunities for coaching, and change management.

Tasks Resource # 2 -

- Performing job, activities, and responsibilities analysis including a proposed classification of positions and supporting rationales.
 - Conduct a strategic review of the positions in the organization.
 - Reviewing existing work processes and organizational structures to determine their efficiency and effectiveness, and making recommendations.
-

ANNEX B!



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCLW2
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECKLIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada		2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant		
4. Brief Description of Work / Brève description du travail Professional Services - Standing Orders and Supply Arrangements					
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis					
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.				<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?				<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès					
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>	
7. b) Release restrictions / Restrictions relatives à la diffusion					
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>					
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information					
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>		NATO SECRET <input type="checkbox"/>		CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>		COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>				TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT-350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#2
Security Classification / Classification de sécurité UNCLASSIFIED

PARTIE A: CONTENU PROTEGE (PARTIE A: CONTENU PROTEGE)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
If Yes, indicate the level of sensitivity.
Dans l'affirmative, indiquer le niveau de sensibilité: ☒ No / Non ☐ Yes / Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?
Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document: ☒ No / Non ☐ Yes / Oui

PARTIE B: PERSONNEL SUPPLIANT / PARTIE B: PERSONNEL FOURNISSEUR

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscrupled personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscrupled personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No / Non ☐ Yes / Oui

PARTIE C: SAFEGUARDS (SUPPLIER) / PARTIE C: MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui

TBS/SCT 356-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#2

Security Classification / Classification de sécurité
UNCLASSIFIED

Part 1: Introduction / Introduction
For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Ressources / Informations / Éléments Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
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Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat Common PS SRCL#2
Security Classification / Classification de sécurité UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moldées) Centralized Professional Services System, CPSS		Title - Titre Professional Services - Methods of Supply	Signature <i>Robert Lamo</i>
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SEPC.CPSS@tpsgc-pwgsa.gc.ca	Date 2012/02/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moldées) Charon, Amick		Title - Titre SO	Signature <i>Amick Charon</i>
Telephone No. - N° de téléphone 819-958-3615	Facsimile No. - N° de télécopieur 819-958-1446	E-mail address - Adresse courriel amick.charon@tpsgc-pwgsa.gc.ca	Date March 20, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moldées) Traian Coconetu		Title - Titre Senior Contracting Officer	Signature <i>Traian Coconetu</i>
Telephone No. - N° de téléphone 613-301-9109	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Aug 25, 2015
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moldées)		Title - Titre	Signature <i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 27 March 2012

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsa.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171

TSS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED
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Canada



Department of Justice
Canada

Ministère de la Justice
Canada

ANNEX C:

RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice
Canada

Ministère de la Justice
Canada



Department of Justice
Canada

Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B

Protected B

Guideline on Completing the Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enrol in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1. TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2. RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization

Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

JUS 778e-4 (2012/12)

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Also, authorized representative(s) must include their name, position, telephone number and signature, in order to authorize the request.

This section allows for up to two people to sign the form, in cases where the recipient requires two signatures for authorization, to receive, modify or cancel electronic payments.

3. BANKING INFORMATION

If you attach a void cheque

Please attach a void cheque and complete fields 1, 2, 3 and 4 of this section. The void cheque must be from the account you wish to use for electronic payments. A sample of a void cheque is provided below identifying where the transit, bank and account numbers are located.

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada N0M 0H0		Cheque No. N° de cheque 0000000
Pay to the order of Payez à l'ordre de	"Void" <<Nul>>	\$
		Dollars
Signature		
"000" "00000"000		000000"0
Transit No. N° de la succursale	Bank No. N° de l'institution financière	Account No. N° du compte

If you do not attach a void cheque

If you do not provide a void cheque, the financial institution must validate the banking information by completing fields 5, 6 and 7 of the form. The financial institution must provide the name, address and telephone number of the financial institution, bank stamp and sign the form.

4. FOR DEPARTMENT OF JUSTICE CANADA ONLY

This section is strictly reserved for DOJ's use only.

SENDING YOUR REQUEST TO THE DEPARTMENT OF JUSTICE CANADA

Please send the duly completed form with original signature(s) to the following address:

Chief, Accounting Services
Room 1263, East Memorial Building
Department of Justice Canada
284 Wellington Street
Ottawa, Ontario
K1A 0H8

Please write the following on the envelope: "To be opened by addressee only."



Department of Justice
Canada

Ministère de la Justice
Canada

**RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST**

**DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE**

Protégé B

Protected B

Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the *Privacy Act*. Under the *Privacy Act*, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.

IMPORTANT: * Must be a Canadian resident holding a bank account in Canadian dollars.
* For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees.
* Note that Direct Deposit payments carry no such information.

1. TYPE OF REQUEST

☐ New request * ☐ Direct Deposit (DD) ☐ Electronic Data Interchange (EDI)

☐ Change * ☐ to banking information (provide a new blank cheque)
* ☐ from Direct Deposit (DD) to Electronic Data Interchange (EDI) ☐ from Electronic Data Interchange (EDI) to Direct Deposit (DD)

☐ Cancel electronic payment and revert to cheques

2. RECIPIENT INFORMATION AND AUTHORIZATION

Name of Organization or Name of Individual (recipient)

Address		Name of Payment Contact (please print)	
City	Telephone	Fax	
Province	Postal Code	E-mail for Payment Notifications (please print)	
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print)			Telephone

I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.

Signature _____ Date _____ Signature _____

3. BANKING INFORMATION

Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.

1. Branch Number (transit)	2. Financial Institution Number	3. Name(s) of Account Holder(s)
4. Account Number		

If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.

5. Financial Institution Name, Address and Telephone Number	6. Financial Institution Stamp
7. Signature of Financial Institution Representative	

4. FOR DEPARTMENT OF JUSTICE CANADA ONLY

PROCESSED BY	Name (please print)	Vendor Code
Signature		Date
VERIFIED BY	Name (please print)	Signature
<input type="checkbox"/> Payment Advice Changes		

JUS 776e-4 (2012/12) p. 3

Date

Canada



Government of
Canada

Gouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19109	Requestion No. - Demande Ord. Off. - Bur. deman 19109	Yr. - An. 16	Ser. No. - N° de série 1484	Page 1 of 1
Chauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de.	Destination CONTRACTING & MATERIEL MNGT DIV DEPARTMENT OF JUSTICE CANADA ATT: DENISE LALONDE (613-946-4264) EMB 1158-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA	Inspection Agency - Chargé de l'inspection Consignee at destination unless specified herein Destinataire au point de destination sauf si indiqué ci-bas			
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification	Direct inquiries to: Adresser toutes demandes de renseignements à BEAUVAIS-LEFORT, M 613-952-2243				

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box:
Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1910961484

Amendment No. - No. de la modification	Previous Value - Valeur précédente
Inc./Decs. - Aug./Dim.	Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à:
CONTRACTING & MATERIEL MNGT DIV
DEPARTMENT OF JUSTICE CANADA
ATT: DENISE LALONDE (613-946-4264)
EMB 1158-284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.
- The terms and conditions set out in SSC Supply Arrangement Serial No. E602T-120001/226/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministère de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/226/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST % % TPS	GST Total Total TPS	Total
00010	Green Procurement Writer Financial Codes Codage financier 0130-20060-15--3730 -4170 ===== Amount Montant 8,700.00 The currency of this P.O. is - La devise de ce bon est : CAD	2016.09.13	2016.10.31	19109			13%	1,131.00	9,831.00

Solicitation classes - L'invitation à soumissionner prend fin le At - A 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.
On - Le	Name and address of Vendor - Nom et adresse du fournisseur BRONSON CONSULTING GROUP 6 MONKLAND AVE OTTAWA ON K1S 1Y9 CANADA Phone: 613-757-2000	Destination F.O.B. Point - Point F.A.B. Pursuant to Section 32(1) of the Financial Administration Act, funds are available En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles 13/09/2016 Total Estimated Cost Coût global estimatif \$ 9,831.00 For the Minister - Réserve au Ministre Date 2016-09-13
Vendor No. - No. du Fournisseur 144293 JUS 9200-11 (07/2006)	<input type="checkbox"/> Your offer is accepted to the extent specified herein Votre offre est acceptée aux conditions exposées dans les présentes <input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes. <input type="checkbox"/> Return the signed copy forthwith. Prêtez de retourner immédiatement une copie dûment signée.	The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes avoir lu et compris le contenu du présent contrat.



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De
COCONETU, TRAIAN
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-301-9709
FAX:

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19294	Requestion No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19294 16 1025	Page 1 of 2
Clause (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de:	Destination DW-DIR PROJECT SERVICES DEPARTMENT OF JUSTICE CANADA ATT: CATHERINE CHARBONNEAU (613-941-11014-275 SPARKS ST OTTAWA ON K1R 7X9 CANADA	Inspection Agency - Chargé de l'inspection	Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.
Request for proposal <input type="checkbox"/> Demande de proposition Contract <input checked="" type="checkbox"/> Contrat Amendment <input type="checkbox"/> Modification	All invoices, shipping bills and packing slips must include the number indicated in this box. Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement. 1929461025	Invoices - Original and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à: DW-DIR PROJECT SERVICES DEPARTMENT OF JUSTICE CANADA ATT: CATHERINE CHARBONNEAU (613-941-11014-275 SPARKS ST OTTAWA ON K1R 7X9 CANADA	Direct inquiries to: Adresser toutes demandes de renseignements à: COCONETU, TRAIAN 613-301-9709
Amendment No. - No. de la modification	Previous Value - Valeur précédente	Inc/Dec. - Aug./Dim.	Revised Value - Montant Révisé

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is to be included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise y compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
Le "ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E602T-120001/275/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASAC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/275/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Fees Taux/Taux limite	GST % % TPS	GST Total Total TPS	Total
I) CONTRACT DOCUMENTS	The following documents shall form part of this contract: 1) The ProServices Supply Arrangement Number E602T-120001/275/ZT, included all clauses terms and conditions. 2) The Vendor Proposal dated June 23, 2016. 3) The annexes to the Contract.		s.19(1)						
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	Date June 24, 2016		Telephone No. - N° de téléphone 613-230-8330	Signature For the Minister - Réservé au Ministre \$ 67,800.00		Total Estimated Cost Coût global estimé		
Name and address of Vendor - Nom et adresse du fournisseur SYSTEMSCOPE INC. 61A YORK ST OTTAWA ON K1N 5T2 CANADA Phone: 613-230-8330	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)	Date June 24, 2016		Telephone No. - N° de téléphone 613-230-8330	Signature For the Minister - Réservé au Ministre \$ 67,800.00		Total Estimated Cost Coût global estimé		
Vendor No. - No. du Fournisseur 101753	Fax No. - No. de Télécopie 613-230-8384	Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.		You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.		Return the signed copy forthwith. Prêtez de retourner immédiatement une copie dûment signée.		The Vendor here Le fournisseur ci-	

JUS 9200-11 (07/2006)

Page 2 of 2

II) CONTRACT CLAUSES

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

The following clauses apply to and form part of the present contract number 1000021025:

1 Security Requirements

- 1.1 The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

Common PS SRCL #19 Security Clauses:

SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE COMMON-PS-SRCL#19

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS, CONFIDENTIAL or SECRET as required, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b. *Industrial Security Manual* (Latest Edition).

2 Statement of Work

This bid solicitation is being issued for the requirement of Professional Services of Business Analyst for the Department of Justice Canada under the ProServices Supply Arrangement (SA) method of supply. The work to be performed is detailed under ANNEX "A" Statement of Work.

3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

3.2 Supplemental General Conditions

4007 (2010-08-18) - Canada to Own Intellectual Property Rights in Foreground Information



CONTRACT# 1000021025

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2017 inclusive.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional three(3) months period under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Traian Coconetu
Title: Senior Contracting Officer
Organization: Department of Justice Canada, Contracting and Materiel Management Division
Address: 284 Wellington Street, Ottawa, Ontario

Telephone: (613) 946-4757
Facsimile: (613) 960-4956
E-mail address: traian.coconetu@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name: Katie Hammoud
Title: Director, Organization: Planning, Enterprise Architecture & Governance
Address: 275 Sparks Street, Ottawa, Ontario

Telephone: 613-941-5210
E-mail address: katie.hammoud@justice.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the

Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

s.19(1)

Name: [REDACTED]
Title: [REDACTED] Systemscope
Address: 61A York St, Ottawa, Ontario

6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7 Payment

7.1 Basis of Payment

The Contractor will be paid in accordance with the firm all inclusive per diem rate for work and services performed pursuant to this Contract, as per Annex "B" Basis of Payment.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Authorized travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

7.3 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed NAFTA threshold (\$ 89,600.00). Customs duties and Applicable Taxes are included.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

 Department of Justice Ministère de la Justice
Canada Canada

CONTRACT# 1000021025

7.4 Method of Payment

7.4.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.4.2 Electronic Payment of Invoices – Direct Deposit

The Contractor accepts to be paid using the following Electronic Payment Instrument: **Direct Deposit** (Domestic and International);

Payments by direct deposit will be subject to Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 14 – Payment Period and Article 15 - Interest on Overdue Accounts, set out in 2010B General Conditions - Professional Services (Medium Complexity) (2016-04-04) forming part of this Contract will not apply, until the Contractor corrects the matter.

8 Invoicing Instructions

- a. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.
- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The Contractor must provide the original and an electronic copy of each invoice to the following address:
Department of Justice Canada
ISB Internal Services
275 Sparks Street, Room 12006
Ottawa, Ontario
K1A 0H8
Electronic copy to: admin.services-isb@justice.gc.ca

On request, the Contractor must provide a copy of any invoices requested by the Contracting Authority.

9 Certifications and Additional Information

9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) The Articles of Agreement;
- (b) The General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);
- (c) The Supplemental General Conditions 4007 (2010-08-16) - Canada to Own Intellectual Property Rights in Foreground Information
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Recipient Electronic Payment Registration Request Form
- (h) Supply Arrangement Number E60ZT-120001/275/ZT (the "Supply Arrangement"); and
- (i) the Contractor's bid dated June 23, 2016.

ANNEX "A"
STATEMENT OF WORK

1. TITLE

Pro Services requirement for One (1) Business Analyst, Level 3

2. OBJECTIVE

The Department of Justice has the need to acquire the professional services of a Contractor to assist with their IM/IT Investment Project Prioritization Initiative.

The Department of Justice requires from a Contractor one Business Analyst, Level 3 resource using ProServices for Information Technology Class, Stream 4 – Business Services, category 4.1 Business Analyst.

3. REQUIREMENT DESCRIPTION

3.1 SCOPE OF WORK

The Contractor will be required to:

- Develop and facilitate an overview and summary of the IM/IT Investment Project Prioritization Initiative results including corporate and business priorities for senior management;
- Conduct research, collect and analyze statistics to identify trends, developments and options in order to recommend solutions, plans, strategies and milestones on the IM/IT Investment Project Prioritization Initiative and other items;
- Facilitate client engagement in creating a IM/IT Investment Project Prioritization Initiative exercise that will be tested and approved by stakeholders and clients;
- Provide input in IM/IT strategic plans and financial management based on analysis;
- Provide a tool to facilitate IM/IT Investment Project Prioritization that is modifiable, including all related information assets; and
- Plan, organize and chair meetings relating to the IM/IT Investment Project Prioritization Initiative and develop meeting material.

3.2 TASKS/DETAILED SERVICES

3.2.1 General

All deliverables will be provided in English.

The Contractor will be responsible for:

- Facilitating and providing an overview and summary of the IM/IT Investment Project Prioritization exercise and results.
- Facilitating engagement sessions with the Chief Information Officer (CIO), Deputy Chief Information Officer (DCIO), Director of the Planning, Enterprise Architecture and Governance (PEAG) and Information Solutions Branch (ISB) management team members and clients on IM/IT Investment Project Prioritization Initiative requirements;

- Organizing and chairing meetings with the CIO, DCIO, Director PEAG, ISB management team members and clients to confirm IM/IT Investment Project Prioritization scope, timeframes, key milestones, tool and other items;
- Facilitating data collection, tool creation and analyzing tool inputs (IM/IT strategic plans, financial criteria, etc.);
- Develop and provide a useable tool with data visualization to facilitate IM/IT Investment Project Prioritization that is modifiable, including all related tool and information assets and ensuring knowledge transfer to ISB team;
- Develop IM/IT Investment Project Prioritization meeting material to including presentations, meeting agendas/objectives, minutes, etc.; and
- Completing iterations and final IM/IT Investment Project Prioritization visuals (i.e. placemats).

3.2.2 Reporting requirements

The Contractor must complete work described at section 3.1 and 3.2.1 and provide all deliverables no later than March 31, 2017.

3.3 PRIMARY LOCATION OF WORK, WORK SITE AND DELIVERY POINT

The Contractor will be required to work off-site. Occasionally, the Contractor is required to come for meetings on-site at the Department of Justice premises, under the supervision of an ISB team member, and will not have access to the premise outside of normal working hours (Monday to Friday, from 8am to 6pm). Likewise, all face to face meetings between the Contractor and the Department of Justice will be conducted on premise at the following location:

Department of Justice
275 Sparks Street
Ottawa, Ontario
K1A 0H8

Upon request by the Project Authority, meetings between the Contractor and the Department of Justice can be conducted by teleconference.

3.4 LANGUAGE REQUIREMENTS

The Contractor's proposed resource must possess, at minimum, the following proficiency levels in English:

Oral Proficiency	Level 3+
Reading Proficiency	Level 3+
Writing Proficiency	Level 3+

The language proficiency rating scales can be found at the following website:
<http://www.international.gc.ca/ifa/iaec/levels-naux.aspx?lang=eng>

3.5 TRAVEL

There is no travel requirement for this Contract.

The Contractor will be responsible for their own travel and expenses in order to work on-site.

3.6 CONSTRAINTS

The Contractor will be required to:

- Remain within the budget allocated under this Contract (below NAFTA threshold: \$89,600.00)
- Immediately bring to the attention of the Project Authority any problem or concerns he/she may face in delivering the work described in this Contract.

ANNEX "B"
BASIS OF PAYMENT

PROFESSIONAL SERVICES

The Contractor will be paid the following firm all-inclusive per diem rates for work performed under this Contract, in accordance with Annex A –Statement of work, during the Contract period. Applicable Taxes are extra.

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("Days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula: (Hours worked × applicable firm per diem rate) ÷ 7.5 hours

OVERTIME WORK

The proposed resource must be available to work outside standard working hours (Monday to Friday, from 8am to 6pm)during the duration of the Contract.
No overtime charges will be authorized under this Contract.

Stream / Resource Category / Level	Name of Proposed Resource
Stream 4: Business Services Category 4.1: Business Analyst Level 3	

BASIS OF PAYMENT

Initial Contract Period : Contract award date to March 31, 2017		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
4.1: Business Analyst Level 3		

Optional Contract Period : April 1, 2017 to June 30, 2017		
Category / Level	Firm Per Diem Rate*	Estimated Number of Days
4.1: Business Analyst Level 3		Unknown**

* In Canadian dollars, Applicable Taxes excluded, FOB destination

**The total value of the Contract, including option period and all applicable taxes must not exceed NAFTA threshold (\$89,600).

s.19(1)
s.20(1)(c)

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST



Control Number / Numero do contra:
Controlon 85-010418
Security Classification / Classificação de segurança
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LIVRE D'INSCRIPTION DES EXIGENCES RELATIVES A LA SECURITE (VERSI)			
1. OFFICE OF THE SECRETARY OF DEFENSE / OFFICE DU SECTEUR DE LA DEFENSE		2. French or French-Speaking Liaison Officer and Director	
1. Offsetting Government Opposite to a Country or an Area of Operations		2. French or French-Speaking Liaison Officer and Director	
1. Location of the office to be assigned to the office		2. French or French-Speaking Liaison Officer and Director	
1. Subsector Name / Nom du sous-secteur		2. French or French-Speaking Liaison Officer and Director	
3. Name and Address of the Center / Nom et adresse du centre			
4. Chief of Section / Nom du chef de section			
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100. Chief of Section / Nom du chef de section			

TELEFACT 150-103(2004/12)

Security Classification / Classification Authority
UNCLASSIFIED

CanadaTM

Department of Justice / Ministère de la Justice
Canada

CONTRACT# 1000021025

Gouvernement du Canada / Government of Canada

Control Number / Numéro de contrôle
Common PS-SC Class
Security Classification / Classification de sécurité

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the Category(ies) and level(s) of sensitivity required for the document.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, le niveau de sensibilité requis.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
(Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement copiées dans le tableau récapitulatif.)

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Document Category / Catégorie du document	Sensitivity / Sensibilité			Classification / Classification				Control / Contrôle				Access / Accès			
	A	O	D	Confidential / Confidentiel	Secret / Secret	Top Secret / Très Secret	Other / Autre	Control / Contrôle	Access / Accès	Control / Contrôle	Access / Accès	Control / Contrôle	Access / Accès		
1. Is the document or the work completed under this document PROTECTED under CLASSIFIED?															
2. a) If Yes, classify this form by annotating the top and bottom in the space entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.															
2. b) Will the documentation attached to this document be PROTECTED under CLASSIFIED?															
3. If Yes, classify this form by annotating the top and bottom in the space entitled "Security Classification" and indicate with attachment (e.g. SECRET with Attachment). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez avec des pièces jointes (p. ex. SECRET avec des pièces jointes).															

TTC/CCT 820-103/2004/12

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada

ANNEX "D"

RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST FORM



Department of Justice Canada
Ministère de la Justice Canada

RECIPIENT ELECTRONIC
PAYMENT REGISTRATION
REQUEST

DEMANDE D'ADHÉSION DU
BÉNÉFICIAIRE AU PAIEMENT
ÉLECTRONIQUE

Protégé B
Protected B

Guideline on Completing the
Recipient Electronic Payment Registration Request Form

INTRODUCTION

Recipients now have the option to receive payments from the Department of Justice Canada (DOJ) by cheque or by electronic payment. If you choose to sign up for electronic payments please print and complete the Recipient Electronic Payment Registration Request form. Please note, electronic payments will be made in Canadian dollars and can only be deposited into Canadian bank accounts.

There are two electronic payment modes available:

1. Direct Deposit (DD) - Once payments are deposited, DOJ will send the following information by e-mail: amount of payment, date of payment, invoice number, DOJ reference number, and brief description of the payment. This e-mail notification will act in lieu of a cheque stub.
2. Electronic Data Interchange (EDI) - To enroll in EDI you must contact your financial institution to ensure that the account is EDI-capable. There may be a fee for this service, as the financial institution notifies its clients according to its own criteria.

Changes to bank account used

If you wish to make any changes to the bank account used for payments (change of address, financial institution, branch, account number, etc.) you must complete a new Recipient Electronic Payment Registration Request form. When you request one of these changes, DO NOT CLOSE the present account until you receive your payment in accordance with that change.

COMPLETING OF FORM

There are three sections of the Recipient Electronic Payment Registration Request form that must be completed by the recipient.

1 - TYPE OF REQUEST

Please complete this section by filling out one of the three request types described below.

New request

If you choose to sign up for electronic payments with DOJ, please check the "New request" box and indicate which mode of payment you wish to use: DD or EDI.

Change

If you are already registered for electronic payments with DOJ, however, wish to modify your banking information or mode of electronic payment, please select the "Change" box and mark all other boxes that apply to your change request.

Cancellation

If you wish to opt out of the DOJ's electronic payments and return to receiving payments by cheque, you must select the "Cancel" box and complete only the second section of the form.

2 - RECIPIENT INFORMATION AND AUTHORIZATION

This section must be completed, signed and dated by the appropriate person (or persons) in order to authorize the electronic payment enrolment request, or to modify or cancel electronic payments.

If the recipient is an individual

Please enter your name, address and telephone number AS WELL AS AN E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment. Also, you must sign the form in this section in order to authorize your request.

If the recipient is an organization



Please enter the name and address of your organization and make sure to complete the "Name of payment contact" field with the name of the contact person from your organization. Please also include the contact person's telephone number AND E-MAIL ADDRESS so that DOJ can send e-mail notices and confirm receipt of payment.

JUS 778e-4 (01/01/2)

Canada

Department of Justice / Ministère de la Justice
Canada / Canada

CONTRACT# 1000021025

	Department of Justice / Ministère de la Justice Canada / Canada	RECIPIENT ELECTRONIC PAYMENT REGISTRATION REQUEST	DEMANDE D'ADHÉSION DU BÉNÉFICIAIRE AU PAIEMENT ÉLECTRONIQUE	Protégé B Protected B
<p>Your personal information are requested and compiled by the Department of Justice Canada for the purpose of administering the electronic payment program. The information is mandatory in the case where a Recipient decides to participate in the program. This information will be protected and used in conformity with the Privacy Act. Under the Privacy Act, each Recipient has access to their personal information and has the right to demand any modification. These information will be maintained by the Department of Justice.</p>				
<p>IMPORTANT</p> <ul style="list-style-type: none"> • Must be a Canadian resident holding a bank account in Canadian \$. • For Electronic Data Interchange (EDI), compliance must be confirmed by your financial institution and you may be charged EDI service fees. • Note that Direct Deposit payments carry no stub information. 				
1- TYPE OF REQUEST				
<input type="checkbox"/> New request <input type="checkbox"/> Direct Deposit (DD) <input type="checkbox"/> Electronic Data Interchange (EDI)				
<input type="checkbox"/> Change <input type="checkbox"/> to banking information (provide a new blank cheque) <input type="checkbox"/> from Direct Deposit (DD) to Electronic Data Interchange (EDI) <input type="checkbox"/> from Electronic Data Interchange (EDI) to Direct Deposit (DD)				
<input type="checkbox"/> Cancel electronic payment and revert to cheques				
2- RECIPIENT INFORMATION AND AUTHORIZATION				
Name of Organization or Name of Individual (recipient) _____				
Address _____		Name of Payment Contact (please print) _____		
City _____	Province _____	Postal Code _____	Telephone _____	Fax _____
Email for Payment Notifications (please print) _____		Telephone _____		
Name(s) and Title(s) of Authorized Representative(s) and Signatory(ies), for organizations only (please print) _____				
I, as an authorized representative of the above mentioned organization or as an individual entitled to receive payment from the Government of Canada, authorize the Receiver General for Canada to deposit the payment directly into the account below and to receive payment advices electronically until further notice.				
Signature _____ Date _____				
3- BANKING INFORMATION				
Please attach a blank cheque from your bank account with "Void" written on it and complete fields 1, 2, 3 and 4 below with your banking information.				
1. Branch Number (transit) _____		2. Financial Institution Number _____		3. Name(s) of Account Holder(s) _____
4. Account Number _____				
If you do not attach a void cheque, your financial institution must confirm your banking information by completing fields 5, 6 and 7 below.				
5. Financial Institution Name, Address and Telephone Number _____		6. Financial Institution Stamp _____		
7. Signature of Financial Institution Representative _____				
4- FOR DEPARTMENT OF JUSTICE CANADA ONLY				
PROCESSED BY _____		Name (please print) _____		Vendor Code _____
Signature _____		Date _____		
VERIFIED BY _____		Name (please print) _____		Signature _____
<input type="checkbox"/> Payment Method Changed				
AJS 778-4 (2012/13) p. 3				
Date _____ 				

Government of Canada / Gouvernement du Canada

From - De

BRAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 819-220-5110
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner	Accounting Office Code Code du bureau comptable 19308	Regulation No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19308 16 1208	Page 1 of 1
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :	Destination ISB CIO'S OFFICE DEPARTMENT OF JUSTICE CANADA ATT: CANDICE MACLENNAN 343-998-1644 275 SPARKS ST ROOM 11072 OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection
Request for proposal <input type="checkbox"/> Demande de proposition			Consignee or destination unless specified herein. Destinataire ou point de destination sauf si indiqué ci-bas.
Contract <input checked="" type="checkbox"/> Contrat			Direct inquiries to: Adresser toutes demandes de rans. à : BRAGUIDI, STEVE 819-220-5110
Amendment <input type="checkbox"/> Modification			

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est compris dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box.
Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1940261208

Amendment No.-No. de la modification Previous Value - Valeur précédente

Inc./Docs. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

ISB CIO'S OFFICE
DEPARTMENT OF JUSTICE CANADA
ATT: CANDICE MACLENNAN 343-998-1644
275 SPARKS ST ROOM 11072
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/294/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre des Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/294/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M-D-J	To - À Y-A M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vol. Limit Taux/Val. limite	GST % %TPS	GST Total Total TPS	Total
00010	JUSTICE CANADA SENIOR IT SECURITY VA SPECIALIST LEVEL 3 TVA for People Soft Mark Dennison Financial Codes Codage financier 0130-18070-15--3720 -4080 =====	2016.08.01	2017.03.31	19308			13%	2,808.00	24,408.00
	Amount Montant 21,600.00 =====	s.19(1) s.20(1)(c)							
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation clauses - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.
On - Le	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)	F.O.B. Point - Point F.A.B. Destination Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles As per P.R. # 1000021203 on file Signature Date
Name and address of Vendor - Nom et adresse du fournisseur HALIFAX GROUP, THE 400-190 O'CONNOR ST OTTAWA ON K2P 2R3 CANADA Phone: (613) 230-333...	Date July 27/16 Telephone No. - N° de téléphone 613 230-3337	For the Minister - Réservé au Ministre MARC W. Signature
Vendor No. - No. du Fournisseur 103824	Fax No. - No. de Télécopie (613) 230-8116	Total Estimated Cost Coût global estimé \$ 24,408.00
JUS 9200-11 (07/2006)	<input type="checkbox"/> Your offer is accepted on conditions exposed in the presents. <input type="checkbox"/> Nous vous demandons de fournir ce qui est précisé dans les présentes.	<input type="checkbox"/> Return the signed copy forthwith. Prendre de retourner immédiatement une copie dûment signée.
		Signature MARC W.



Government of
Canada

Gouvernement du
Canada

From - De

BEAUVAIS-LEFORT, M
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-952-2243
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition

Contract ☒ Contrat

Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19039

Requisition No. - Demande
Ord. Off. - Bur. deman. Yr. - An. Ser. No. - N° de série
19039 16 1044

Page 1 of 1

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dessus.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
BEAUVAIS-LEFORT, M
613-952-2243

Destination
FAMILY, CHILDREN & YOUTH SECTION
DEPARTMENT OF JUSTICE CANADA
ATT: HELENE JOLY (613-960-4857)
360 ALBERT ST
OTTAWA ON K1R 7X7
CANADA

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimé. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1903961044

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

FAMILY, CHILDREN & YOUTH SECTION
DEPARTMENT OF JUSTICE CANADA
ATT: HELENE JOLY (613-960-4857)
360 ALBERT ST
OTTAWA ON K1R 7X7
CANADA

Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E802T-120001/327/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E802T-120001/327/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST % %TPS	GST Total Total TPS	Total
00010	Coaching Services Financial Codes Codage financier 0130-75001-15--2040 -1100 The currency of this P.O. is - La devise de ce bon est : CAD	2016.07.19	2016.07.30	19039			13%	243.75	2,118.75
		s.19(1) s.20(1)(c)							
	Amount Montant 1,875.00								

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out hereon. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions énoncées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres majuscules)

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B.

Destination

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Total Estimated Cost
Coût global estimé

\$ 2,118.75

For the Minister - Réservé au Ministre

Date

Name and address of Vendor - Nom et adresse du fournisseur

ANDRÉ FILION & ASSOCIATES INC.
500-151 SLATER ST
OTTAWA ON K1P 5H3
CANADA

Phone: (613) 230-7023

☒ Your offer is accepted on the conditions exposed in the present.

☐ Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.

qu'il accepte.

Vendor No. - Numéro Fournisseur

128274

Fax No. - No. de Télécopie

JUS 8208-11 (8/7/2006)

July 18/16
Title - Titre



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 819-220-5110
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19138

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19138 16 1798

Page 1 of 2

Destination
EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Chargé de l'inspection
Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
GBAGUIDI, STEVE
819-220-5110

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1913861798

Amendment No.-No. de la modification
1 Previous Value - Valeur précédente
\$ 24,577.50

Inc./Dcts. - Aug./Dim.
\$ 0.01 Revised Value - Montant révisé
\$ 24,577.51

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /el. Limit Taux/Vel. limite	GST% %TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment 001								
00010	R.Gill Victims Strat. Evaluation	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50
00020	AMENDMENT The following amendment 001 has the purpose to extend the period of the contract, deliverables on ANNEX A and the Basis of Payment for ANNEX B	2016.10.24	2017.03.31	19138				0.00	0.01

s.19(1)
s.20(1)(c)

Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00	The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-jointe, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.	State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.
On - Le		F.O.B. Point - Point F.A.B. Destination
Name and address of Vendor - Nom et adresse du fournisseur ALDERSON-GILL AND ASSOCIATES 655 HIGHLAND AVE OTTAWA ON K2A 2K5 CANADA Phone:	Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées) Richard Gill	Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles PP ON FILE 100021798 Signature Date
Vendor No. - No. du Fournisseur 101064	Fax No. - No. de Télécopie	Total Estimated Cost Coût global estimatif \$ 24,577.51
Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.		For the Minister - Réserve au Ministre Signature
You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.		Dec 1, 2016 613-729-2558 Telephone No. - N° de téléphone
Return the signed copy forthwith. Prérez de retourner immédiatement une copie dûment signée.		ce du présent contrat et qu'il l'accepte.
Vendor No. - No. du Fournisseur 101064		Partner Titre - Titre

JUS 9200-11 (07/2006)



Gouvernement du
Canada

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Requisiton No. - Demande		
Ord. Off - Bur. deman.	Yr. - An.	Ser. No - N° de série
19138	16	1798

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADAPHONE: 819-220-5110
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :Request for proposal ☐ Demande de propositionContract ☐ ContratAmendment ☒ ModificationAccounting Office Code
Code du bureau comptable
19138Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19138 16 1798

Page 1 of 2

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
GBAGUIDI, STEVE
819-220-5110

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1913861798

Amendment No.-No. de la modification
1Previous Value - Valeur précédente
\$ 24,577.50Inc./Decs. - Aug./Dim.
\$ 0.01Revised Value - Montant Révisé
\$ 24,577.51Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total	
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Amendment 001				s.20(1)(c)					
00010	R.Gill Victims Strat. Evaluation	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50	
00020	AMENDMENT The following amendment 001 has the purpose to extend the period of the contract, deliverables on ANNEX A and the Basis of Payment for ANNEX B	2016.10.24	2017.03.31	19138				0.00	0.01	
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.			State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.					
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.			F.O.B. Point - Point FAB Destination					
Name and address of Vendor - Nom et adresse du fournisseur ALDERSON-GILL AND ASSOCIATES 655 HIGHLAND AVE OTTAWA ON K2A 2K5 CANADA Phone:		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)			Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles P/O ON FILE 100021798 Signature Date					
		Signature Date Telephone No. - N° de téléphone			Total Estimated Cost Coût global estimatif \$ 24,577.51 For the Minister - Réservé au Ministre <i>Steve Gill</i>					
Vendor No.- No. du Fournisseur 101064		<input type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.			<input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.			<input type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.		
Fax No.- No. de Télécopie					The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.					
					Signature Title - Titre					

JUS 9200-11 (07/2006)

000379

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total						
	<p>***Schedule lines changed*** ***New item***</p> <table><tr><td>Financial Codes</td><td>Amount</td></tr><tr><td>Codage financier</td><td>Montant</td></tr><tr><td>0130-18044-15--3704 -4010</td><td>21,750.01</td></tr></table> <p>=====</p> <p>The currency of this P.O. is - La devise de ce bon est : CAD</p>	Financial Codes	Amount	Codage financier	Montant	0130-18044-15--3704 -4010	21,750.01								
Financial Codes	Amount														
Codage financier	Montant														
0130-18044-15--3704 -4010	21,750.01														

**Department of Justice Canada Federal Victims Strategy
Contract Amendment 001**

The following amendments are required to the contract:

DELETE:

4.1 Period of the Contract

The Work is to be performed during the period of October 24 to March 17, 2017.

Replace with:

4.1 Period of the Contract

The Work is to be performed during the period of October 24 to March 31, 2017.

ALSO DELETE:

ANNEX A. Statement of Work – 7. DELIVERABLES

The deliverables will include:

a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by December 8, 2016; and

b) A final PMES by March 10, 2017.

Replace with:

ANNEX A. Statement of Work – 7. DELIVERABLES

The deliverables will include:

a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by January 9, 2017; and

b) A final PMES by March 20, 2017.

AND DELETE;

ANNEX B

Basis of Payment

Progress payments for the Professional Fees of \$21,750.50 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by December 8, 2016.

B 50% on receipt and acceptance of the final PIP by March 10, 2017.

Replace with:

ANNEX B

Basis of Payment

Progress payments for the Professional Fees of \$21,750.50 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by January 9, 2017.

B 50% on receipt and acceptance of the final PIP by March 20, 2017.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADAPHONE: 819-220-5110
FAX:

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :Request for proposal ☐ Demande de propositionContract ☒ ContratAmendment ☐ ModificationAccounting Office Code
Code du bureau comptable
19138Requisition No. - Demande
Yr. - An. Ser. No. - N° de série
19136 16 1798Page 1 of 1
de

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-dess.

Direct inquiries to:
Adresser toutes demandes de renseignements à :
GBAGUIDI, STEVE
819-220-5110

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À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.A.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1913861798

Amendment No. - No. de la modification

Previous Value - Valeur précédente

Inc./Dec. - Aug./Dim.

Revised Value - Montant Révisé

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

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2. The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Vel. Limit Taux/Vel. limite	GST% %TPS	GST Total Total TPS	Total
00010	Justice Canada Federal Victims Strategy Performance Information Profile R.Gill Victims Strat. Evaluation Financial Codes Codage financier 0130-18044-15--3704 -4010 Amount Montant 21,750.00 The currency of this P.O. is - La devise de ce bon est : CAD	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets and the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point F.A.B. Destination

Name and address of Vendor - Nom et adresse du fournisseur

ALDERSON-GILL AND ASSOCIATES
655 HIGHLAND AVE
OTTAWA ON K2A 2K5
CANADA

Phone:

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)

Oct 20/2016

For phone use - N° de téléphone

Pursuant to Section 32(1) of the Financial Administration Act, funds are available.
En vertu de l'article 32(1) de la loi sur la gestion des finances publiques, des fonds sont disponibles.

As per PR 1000021798, on file

Total Estimated Cost
Coût global estimatif
\$ 24,577.50

For the Minister - Réservé au Ministre

Signature Date

I hereby accept this contract and I accept the terms and conditions of the contract.

Vendor No. - No. du Fournisseur

101064

Fax No. - No. du Télécopie

JUS 9200-11 (07/2006)

Your offer is accepted under the conditions set out in the present offer.

Nous vous demandons de fournir ce qui est précisé dans les présentes.

Return the signed copy forthwith.
Prévoir de retourner immédiatement une copie dûment signée.

Partner

Government of
CanadaGouvernement du
Canada

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 819-220-5110
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable 19138		Requisition No. - Demande Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série 19138 16 1798		Page 1 of de 1	
Clauses (1) and (2) below will form part of this: Les clauses 1 et 2 ci-dessous font partie du document de :		Destination EVALUATION DIVISION - CSB DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA		Inspection Agency - Chargé de l'inspection		Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.	
Request for proposal <input type="checkbox"/> Demande de proposition		Contract <input checked="" type="checkbox"/> Contrat		Amendment <input type="checkbox"/> Modification		Direct inquiries to: Adresser toutes demandes de rens. à : GBAGUIDI, STEVE 819-220-5110	
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.		All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement. 1913861798		Invoices - Original and two copies are to be sent to: Factures - Remplir et envoyer l'original et deux copies à : EVALUATION DIVISION - CSB DEPARTMENT OF JUSTICE CANADA ATT: I. DESORMEAUX 613-907-3752 284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA			
À moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise pertinents compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont FAB (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.		Amendment No.-No. de la modification		Previous Value - Valeur précédente			
		Inc./Decs. - Aug./Dim.		Revised Value - Montant Révisé			

1. The "Minister" means the Minister of **Justice Canada** and any other person authorized to act on the Minister's behalf.Le "Ministre" désigne le Ministre de **Justice Canada** et toute autre personne désignée pour le remplacer.2. The terms and Conditions set out in SSC Supply Arrangement Serial No. **E60ZT-120001/770/ZT** between the Vendor and the Crown, as Canada, are hereby incorporated into this document.Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série **E60ZT-120001/770/ZT** sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. limite	GST% %TPS	GST Total Total TPS	Total
00010	Justice Canada Federal Victims Strategy Performance Information Profile R.Gill Victims Strat. Evaluation Financial Codes Codage financier 0130-18044-15--3704 -4010 Amount Montant 21,750.00 =====	2016.10.24	2017.03.31	19138			13%	2,827.50	24,577.50
The currency of this P.O. is - La devise de ce bon est : CAD									
Solicitation closes - L'invitation à soumissionner prend fin le At - À 00:00:00		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.				State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.			
On - Le		Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.				F.O.B. Point - Point FAB Destination			
Name and address of Vendor - Nom et adresse du fournisseur ALDERSON-GILL AND ASSOCIATES 655 HIGHLAND AVE OTTAWA ON K2A 2K5 CANADA Phone:		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)				Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles As per PR 1000021798, on file Signature Date			
		Signature Date Telephone No. - N° de téléphone				Total Estimated Cost Coût global estimatif \$ 24,577.50 For the Minister - Réserve au Ministre			
		<input type="checkbox"/> Your offer is accepted to the extent specified herein. Votre offre est acceptée aux conditions exposées dans les présentes.				<input type="checkbox"/> You are requested to supply as indicated herein. Nous vous demandons de fournir ce qui est précisé dans les présentes.			
		<input type="checkbox"/> Return the signed copy forthwith. Prière de retourner immédiatement une copie dûment signée.				The Vendor hereby accepts/acknowledges this contract. Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte. M. A. DESORMEAUX			
Vendor No.- No. du Fournisseur 101064		Fax No.- No. de Télécopie		Signature		Title - Titre			

JUS 9200-11 (07/2006)

000384



Government of
Canada

Gouvernement du
Canada

From - De

GBAGUIDI, STEVE
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 819-220-5110
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19138

Requisition No. - Demande
Ord. Off - Bur. deman. Yr. - An. Ser. No - N° de série
19138 16 1798

Page 1 of 1

Inspection Agency - Chargé de l'inspection

Consignee at destination unless specified herein. Destinataire au point de destination sauf si indiqué ci-bas.

Direct inquiries to:
Adresser toutes demandes de rens. à :
GBAGUIDI, STEVE
819-220-5110

Destination
EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

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All invoices, shipping bills and packing slips must include the number indicated in this box

Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement.

1913861798

Invoices - Original and two copies are to be sent to:
Factures - Remplir et envoyer l'original et deux copies à :

EVALUATION DIVISION - CSB
DEPARTMENT OF JUSTICE CANADA
ATT: I. DESORMEAUX 613-907-3752
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

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Amendment No.-No. de la modification

Previous Value - Valeur précédente

Inc./Decs. - Aug./Dim.

Revised Value - Montant Révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and Conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/770/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/770/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Consignee Code Code consignataire	No. of Days N° de jours	Fees /Val. Limit Taux/Val. Ilmite	GST% %TPS	GST Total Total TPS	Total
00010	Justice Canada Federal Victims Strategy Performance Information Profile R.Gill Victims Strat. Evaluation Financial Codes Codage financier 0130-18044-15--3704 -4010 =====	2016.10.24	2017.03.31	19138 s.19(1)			13%	2,827.50	24,577.50
	Amount Montant 21,750.00 =====								
	The currency of this P.O. is - La devise de ce bon est : CAD								

Solicitation closes - L'invitation à soumissionner prend fin le
At - À 00:00:00

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

State point of manufacture/shipping of goods or where service is to be performed. Indiquer le lieu de fabrication ou d'expédition des biens, ou encore le lieu où les services doivent être rendus.

On - Le

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents ci-joints, les biens ou services, ou les deux, énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur éventuel seront considérées comme des offres de vente.

F.O.B. Point - Point FAB Destination

Name and address of Vendor - Nom et adresse du fournisseur
ALDERSON-GILL AND ASSOCIATES
655 HIGHLAND AVE
OTTAWA ON K2A 2K5
CANADA
Phone:

Name and title of person authorized to sign on behalf of Vendor (type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (type ou imprimez)

TEST PRINT

Pursuant to Section 32(1) of the Financial Administration Act, funds are available. En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles

Signature

Date

Signature

IMPRESSION TEST

Telephone No. - N° de téléphone

Total Estimated Cost
Coût global estimatif
\$ 24,577.50

For the Minister - Réservé au Ministre

Vendor No.- No. du Fournisseur
101064

Fax No.- No. de Télécopie

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions exposées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Prière de retourner immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre

JUS 9200-11 (07/2006)

000385



Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798

JUSTICE CANADA FEDERAL VICTIMS STRATEGY PERFORMANCE INFORMATION PROFILE

All terms and conditions of the Pro Services Supply Arrangements E60ZT-120001/770/ZT apply and are incorporated into the following resulting contract.

1. Statement of Work

The contractor must perform the work in accordance with the Statement of Work at Annex A.

2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

2.1.1. The Contractor/Offeror must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.1.2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid SECRET, granted or approved by CISD/PWGSC.

2.1.3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

2.1.4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

2.1.5. The Contractor must comply with the provisions of the:

- A. Security Requirements Check List and security guide (if applicable), attached at Annex B;
- B. Industrial Security Manual (Latest Edition).

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

3.1 General Conditions

2010B (2015-09-03) General Conditions - Professional Services (Medium Complexity), apply to and form part of the contract.

4. Term of Contract

4.1 Period of the Contract

The Work is to be performed during the period of October 24 to March 17, 2017.



Department of Justice
Canada

Ministère de la Justice
Canada

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798

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The contractor must perform the work in accordance with the Statement of Work at Annex A.

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2.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

2.1.1. The Contractor/Officer must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2.1.2. The Contractor/Officer personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid SECRET, granted or approved by CISD/PWGSC.

2.1.3. The Contractor/Officer MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Officer must ensure that its personnel are made aware of and comply with this restriction.

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Department of Justice
Canada

Ministère de la Justice
Canada

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798

4.3 Termination on Thirty Days' Notice

4.3.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving fifteen (15) calendar days written notice to the Contractor.

4.3.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Steve Gbaguidi
Title: Senior Procurement Officer
Organization: Contracting and Materiel Management Division, Justice Canada
Address: 284 Wellington Street, Ottawa, ON, K1A 0H2
Telephone: 613-957-6745
Facsimile: (613)-960-4956
E-mail address: Steve.Gbaguidi@justice.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Technical Authority

The Project Technical Authority for the Contract is:

Name: Jane Evans
Title: Evaluation Manager
Organization: Evaluation, Justice Canada
Address: 275 Sparks Street, Ottawa, ON, K1A 0H2
Telephone: 613-668-9957
E-mail address: Jane.Evans@justice.gc.ca

The Project Technical Authority is the representative of the department for whom the Work is being carried out under the Contract and is responsible for all matters concerning the project technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical nor the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.4 Contractor's Representative

Name: Richard Gill
Title: Partner
Organization: Alderson-Gill & Associates
Address: 655 Highland Ave, Ottawa, ON, K2A 2K5
Telephone: 613-729-2558
E-mail address: [REDACTED]

s.19(1)



6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

The Contractor will be paid in accordance with the firm hourly rate for work and services performed pursuant to this Contract, as per Annex "B" Basis of Payment.

7.1.1 Professional Services: For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B -Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday

Estimated cost: \$21,750.00 s.20(1)(c)
Resource name: Richard Gil
Level of Effort [REDACTED]
Per diem: [REDACTED]

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$24,577.50 HST included.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or
 - c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,
- whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.



7.4. Method of Payment

7.4.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada.

7.4.2 Payment by Direct Deposit

Payments by direct deposit will be subject to Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2014-09-25) forming part of this Contract.

To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex D. The form can also be obtained from the Department of Justice internet site at <http://www.justice.gc.ca/eng/contact/enrol-inscri.html>.

It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under Article 16 - Payment Period and Article 17 - Interest on Overdue Accounts, set out in 2035 General Conditions - Higher Complexity, Services (2014-09-25) forming part of this Contract will not apply, until the Contractor corrects the matter.

8 Invoicing Instructions

8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed.

Use the following paragraph when claims must be accompanied by supporting documents. The documents listed are examples only and must be revised to reflect the requirement. Delete this paragraph if no supporting documents are required.

Each claim must be supported by the following, where applicable:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d) a copy of the monthly progress report.

8.2 Claims must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

9. Certifications - Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

11. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) Articles of Agreement;
- (b) Supplemental General Conditions 4007 (2010-08-16)
- (c) General conditions General 2010B (2015-09-03)
- (d) Annex A, Statement of Work
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List
- (g) Pro Services Supply Arrangement E60ZT-120001/770/ZT

12. Environmental Considerations

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.

12.1 Environmental Properties Behavior Recommended

12.1.1 Paper consumption:

Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.

Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.

Recycle unneeded printed documents (in accordance with Security Requirements).

13. Limitation of Liability - Information Management/Information Technology

a) This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.



b) First Party Liability:

i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
a) any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";

b) Physical injury, including death.

i. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.

ii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract.

iii. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.

v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:

a) any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and

b) any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

vi. In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

vii) if Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c) Third Party Claims:

i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.

ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a



court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.



ANNEX A - Statement of Work

Department of Justice Canada Federal Victims Strategy Performance Information Profile

1 OBJECTIVE

The Department of Justice Canada (Department) requires contractor services to assist with developing a Performance Information Profile (PIP) for the Justice Component of the Federal Victims Strategy (Justice FVS).

2 BACKGROUND

An evaluation of the Justice FVS was completed in April 2016. The Departmental Policy Centre for Victim Issues (PCVI) and the Evaluation Division are working together to develop a Performance Information Profile (PIP) for the Justice FVS. The PIP will build on an existing Performance Measurement and Evaluation Strategy (PMES), lessons learned from the recent evaluation and will need to meet the requirements of the Treasury Board *Policy on Results* which came into force on July 1, 2016.

3 SCOPE

This contract supports the development of a PIP for the Justice FVS that is to include a program description, a logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance. The PIP will need to be developed in accordance with Treasury Board expectations as outlined in the Directive on Results (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=31306>).

4 TASKS

It is anticipated that the Contractor will undertake the following activities:

- *Initial Meeting* – The Contractor will meet with the Project Technical Authority and the Evaluation Advisory Committee (EAC), which will include representatives from PCVI, Programs Branch and the Research and Statistics Division, to discuss project requirements, timelines, expectations, and to confirm roles and responsibilities. The meeting will take place in-person in Ottawa.
- *Document review* – The Contractor will review a sufficient number of background documents and files to become familiar with the Justice FVS. The documents will include, but are not be limited to: the 2016 Justice FVS Evaluation Report and the 2012 Justice FVS PMES; and any other relevant documents to provide context for developing the PIP.
- *Logic Model Development* – The Contractor will meet with the EAC to discuss revisions to the existing Justice FVS logic model and provide a revised draft.
- *Half-day workshop* - The Contractor will conduct a half-day workshop with the Project Technical Authority, the EAC, and other members of PCVI and Programs Branch to confirm the draft Logic Model and discuss performance indicators and if possible, evaluation questions.
- *Draft Performance Information Profile* – The Contractor will draft a PIP that includes a program description, a logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance based on the workshop discussions and consultations with the EAC.
- *Meeting* - The Contractor will meet in-person with the Project Technical Authority and the EAC to receive feedback on the draft PIP.



- *Finalize the Performance Information Profile* – The Contractor will finalize the PIP based on feedback received from the Project Technical Authority and the EAC.

5 TRAVEL

There is no travel outside of Ottawa associated with this requirement.

6 MEETINGS

The Contractor will be required to attend meetings with the Project Technical Authority throughout the tenure of the project. The contractor will be required to attend three in-person meetings in Ottawa, an initial meeting, the half-day workshop and the meeting to discuss the draft PIP. Any other required meetings, can be done either in-person or by teleconference. The actual frequency, purpose and location of meetings will be determined at the outset of the project between the Project Technical Authority and the contractor.

7 DELIVERABLES

The deliverables will include:

- a) A draft PIP that includes a program description, logic model, information on the Program's outcomes, outputs and indicators, evaluation needs and key information related to the Program's performance by December 8, 2016; and
- b) A final PMES by March 10, 2017.



ANNEX B
Basis of Payment

Progress payments for the Professional Fees of \$21,750 shall be made in accordance with the following payment schedule upon receipt of the invoice and review and acceptance of the deliverable by the Project Technical Authority.

A 50% on receipt and acceptance of the draft PIP by December 8, 2016.

B 50% on receipt and acceptance of the final PIP by March 10, 2017.



Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798

Annex C

Security Requirements Check List (SRCL)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A: CONTRACT INFORMATION / PARTIE A: INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	Justice Canada	2. Branch or Directorate / Direction générale ou Direction Evaluation Division
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail The Department of Justice Canada (Department) requires contractor services to assist with developing a Performance Information Profile (PIP) for the Justice Component of the Federal Victims Strategy (Justice FVS).		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c.) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/> <i>JB</i>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/> <i>JB</i>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input checked="" type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798



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PART I (continued) / PARTIE I (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No Non
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No Non
PART II PERSONNEL (SUPPLIER) / PARTIE II PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input checked="" type="checkbox"/> SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> TOP SECRET TRÈS SECRET
	<input type="checkbox"/> NATO CONFIDENTIAL
	<input type="checkbox"/> NATO SECRET
	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input checked="" type="checkbox"/> No Non
PART III SAFEGUARDS (SUPPLIER) / PARTIE III MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No Non
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No Non
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No Non
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No Non

TBS/SCT 350-103(2004/12)

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PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	CONFIDENTIAL CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens					✓											
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada



Department of Justice
Canada

Ministère de la Justice
Canada

Contract number: 1913861798



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du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

PART D'AUTORISATION / PARTIE D'AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Jane Evans		Evaluation Manager	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-668-9957		jane.evans@justice.gc.ca	OCT 12 / 16
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Françoise Beaudoin		Deputy DSO	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
613-957-8941		francoise.beaudoin@justice.gc.ca	OCT 17 2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

Canada

17-05 pd part 1
5876



Government of
Canada

Gouvernement du
Canada

From: Dado

LACROIX, MARTO
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

PHONE: 613-952-9630
FAX:

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Date of solicitation - Date de l'invitation à soumissionner		Accounting Office Code Code du bureau comptable		Requestion No - Demande		Page 1 of 7	
		19260		Ord Off - Bur. deman Yr - An Ser No - N° de série 19260 16 1781			
Clauses (1) and (2) below will form part of this Les clauses 1 et 2 ci-dessous font partie du document de :		Destination		Inspection Agency - Chargé de l'inspection			
Request for proposal <input type="checkbox"/> Demande de proposition		COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNÉS (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA		Consignee at destination unless specified herein		Destinataire au point de destination sauf si indiqué ci-dess	
Contract <input checked="" type="checkbox"/> Contrat				Direct inquiries to Adresser toutes demandes de renseignements à LACROIX, MARTO 613-952-9630			
Amendment <input type="checkbox"/> Modification							
Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Service Tax (GST) is included from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein. Municipal taxes are not applicable, for provincial taxes, see the Supply Arrangement.		All invoices, shipping bills and packing slips must include the number indicated in this box Le numéro figurant dans cette case doit être indiqué dans toutes les factures, tous les connaissements et tous les bordereaux d'accompagnement 1926061781		Invoices - Original and two copies are to be sent to Factures - Remplir et envoyer l'original et deux copies à COMMUNICATIONS BRANCH DEPARTMENT OF JUSTICE CANADA ATT: MARC DESGAGNÉS (613-867-7533) 3333-284 WELLINGTON ST OTTAWA ON K1A 0H8 CANADA			
A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix seront en monnaie canadienne, les droits de douane canadiens et la taxe d'accise y compris. La taxe sur les produits et services (TPS) n'est pas comprise dans les prix unitaires. La TPS applicable aux prix unitaires est en sus. La TPS est comprise dans le coût total estimatif. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.		Amendment No - No de la modification		Previous Value - Valeur précédente			
		Inc/Dedu - Aug /Dim		Revised Value - Montant Révisé			

1 The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf
Le "Ministre" désigne le Ministre de la Justice Canada et toute autre personne désignée pour le remplacer

2 The terms and conditions set out in SSC Supply Arrangement Serial No. E60ZT-120001/797/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document
Les conditions figurant dans l'Arrangement en matière d'approvisionnement d'ASC intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E60ZT-120001/797/ZT

are incorporated into the present

Item Art. de	Description	From - De Y-A-M-D-J	To - À Y-A-M-D-J	Consignee Code Code consignataire	No of Days N° de jours	Fees /Val Limit Taux/Val limite	GST% %TPS	GST Total Total TPS	Total
	Contract Specifications The following clauses and conditions apply to and form part of the present contract number 1000021781 1) The ProServices Supply Arrangement Number E60ZT-120001/797/ZT, included all clauses terms and conditions. Contract Specifications The following clauses and conditions apply to and form part of the		s.19(1)						

Vendor No - No du fournisseur 120602 US #200-11 (07/2006)		Fax No - No de télécopie		The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets at the price(s) set out therefor. Responses to a request for proposal by a potential supplier will be considered as an offer to sell. Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens ou services, ou les fournitures énumérés dans les présentes et dans toute annexe aux présentes, au ou aux prix indiqués. Les réponses à une demande de proposition présentée par un fournisseur seront considérées comme des offres de vente.		State point of manufacture/shipping of goods or where service is to be performed Indiquer le lieu de fabrication ou d'expédition des biens ou encore le lieu où les services doivent être rendus	
Name and address of Vendor - Nom et adresse du fournisseur 3820840 CANADA INC. 903 FLEMING AVE OTTAWA ON K1G 2Y8 CANADA Phone: (613) 850-9256		Name and title of person authorized to sign on behalf of Vendor (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres moulées)		F.O.B. Point - Point F.A.B. Pursuant to Section 32(1) of the Financial Administration Act, funds are available En vertu de l'article 32(1) de la loi sur la gestion des finances publiques des fonds sont disponibles		Destination PC 11-14	
Total Estimated Cost Coût global estimatif \$ 14,464.00		Signature [Signature]		Date Oct 12 2016		For the Minister - Réservé au Ministre	
Your offer is accepted subject to conditions specified in the present		You are requested to supply as indicated herein Nous vous demandons de fournir ce qui est précisé dans les présentes		Return the signed copy forthwith Prière de retourner immédiatement une copie dûment signée		Le for	



Government of
Canada

Gouvernement du
Canada

Supply Arrangement Solicitation/Contrat
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

From - De

LACROIX, MARIO
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-9630
FAX:

Date of solicitation - Date de livraison à soumissionner

Clauses (1) and (2) below will form part of this:
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☐ Contrat
Amendment ☒ Modification

Accounting Office Code
Code du bureau comptable
19260

Revision No. - Demande
Ord. - Sur. dem. Yr. - An. Ser. No - N° de série
19260 16 1781

Page 1 of 8

Destination:
COMMUNICATIONS BRANCH
DEPARTMENT OF JUSTICE CANADA
ATT: NATHALIE LEGAULT 613-862-1446
3333-284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Inspection Agency - Charge de l'inspection

Unassigned or destination unless specified herein. Unassigned or destination unless specified herein.

Direct inquiries to:
Addresser toutes demandes de renseignements à:
LACROIX, MARIO
613-952-9630

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is included in the prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination(s) specified herein; municipal taxes are not applicable; for provincial taxes, see the Supply Arrangement.

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix sont en monnaie canadienne, les droits de douane pertinents et les taxes sur les produits et services (TPS) sont compris dans les prix unitaires. Le TPS applicable aux prix unitaires est en sus. Le TPS est compris dans le coût total estimé des prix. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes municipales ne s'appliquent pas. En ce qui concerne les taxes provinciales, voir l'Arrangement en matière d'approvisionnement.

All invoices, shipping bills and packing slips must include the number indicated in this box.

1926061781

Le numéro figure dans tous les factures, tous les connaissements et tous les bordereaux d'accompagnement.

Invoices - Original and two copies are to be sent to:
Factures - Original et deux copies à envoyer par la poste à :

COMMUNICATIONS BRANCH
DEPARTMENT OF JUSTICE CANADA
ATT: NATHALIE LEGAULT 613-862-1446
3333-284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Amendment No. - N° de la modification

1

Previous Value - Valeur précédente

Inc./Date - Aug./Oct.

Revised Value - Montant révisé

1. The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.

Le "Ministre" désigne le Ministre de Justice Canada et toute autre personne désignée pour le remplacer.

2. The terms and conditions set out in EEC Supply Arrangement Serial No. E602T-120001/797/ZT between the Vendor and the Crown, as Canada, are hereby incorporated into this document.

Les conditions figurent dans l'Arrangement en matière d'approvisionnement d'EEC, intervenu entre le fournisseur et la Couronne, représentée par le Ministre de Travaux Publics et Services Gouvernementaux Canada, et portant le numéro de série E602T-120001/797/ZT sont incorporées dans les présentes.

Item Article	Description	From - De Yr. M. D.Y.	To - A Yr. M. D.Y.	Consignment Code Code consignataire	No. of Days N° de jours	Fees incl. Unit Taux incl. unité	GST % % TPS	GST Total Total TPS	Total
	The following line items shown in bold are new or changed. Les articles en caractères gras sont les articles modifiés. Contract Specifications The following clauses and conditions apply to and form part of the present contract number 1000021781 1) The ProServices Supply Arrangement Number E602T-120001/797/ZT, included all clauses terms and conditions.								

Solicitation clauses - Limitation à soumissionner en le
At - A 000000

Co - La

Name and address of Vendor - Nom et adresse du fournisseur

3820840 CANADA INC.
803 FLEMING AVE
OTTAWA ON K1G 2Y8
CANADA
Phone: (613) 850-9256

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments herein, the supplies and/or services (listed herein and on any attached sheets to the prices) set out therein. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Le fournisseur offre et convient de vendre au Ministre, aux conditions stipulées dans les présentes et dans les documents joints, les biens ou services, ou les deux, énumérés dans les présentes et dans tout document joint aux présentes, ou de tout autre document. Les réponses à une demande de proposition présentée par un fournisseur potentiel seront considérées comme des offres de vente.

Name and title of person authorized to sign on behalf of Vendor (Name and title of the person authorized to sign on behalf of the Vendor)

TEST PRINT

Signature

IMPRESSION TEST

Telephone No. - N° de téléphone

State place of manufacture/shipping of goods or where service is to be performed.
Indiquer le lieu de fabrication ou d'exécution des biens, ou encore le lieu où les services doivent être rendus.

F.O.B. Point - Point F.A.B.

Destination

Pursuant to Section 22(1) of the Financial Administration Act, funds are available.
En vertu de l'article 22(1) de la loi sur la gestion des finances publiques des fonds sont disponibles.

Signature

Date

Total Estimated Cost
Coût global estimé
\$ 14,464.00

For the Minister - Réservé au Ministre

Vendor No. - Numéro Fournisseur

Fax No. - N° de Télécopie

129862

JUL 8208-11 167(2608)

☐ Your offer is accepted to the extent specified herein.
Votre offre est acceptée aux conditions énoncées dans les présentes.

☐ You are requested to supply as indicated herein.
Nous vous demandons de fournir ce qui est précisé dans les présentes.

☐ Return the signed copy forthwith.
Présenter immédiatement une copie dûment signée.

The Vendor hereby accepts/acknowledges this contract.
Le fournisseur reconnaît par les présentes qu'il a pris connaissance du présent contrat et qu'il l'accepte.

Signature

Title - Titre

Government of
CanadaGouvernement du
CanadaSupply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M-DJ	To - A Y-A M-DJ	Contract Code Code contractuel	No. of Days N° de jours	Fees /Fees Limit Taux/Fees Limite	GST% NTPS	GST Total Total TPS	Total
	<p>Contract Specifications</p> <p>The following clauses and conditions apply to and form part of the present contract number 1000021781</p> <p>1. STATEMENT OF WORK The Contractor must perform the Work in accordance with the Statement of Work at Annex A.</p> <p>2. STANDARD CLAUSES AND CONDITIONS All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.</p> <p>2.1 General Conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.</p> <p>3. SECURITY REQUIREMENTS There is no security requirement applicable to the Contract.</p> <p>4. TERM OF CONTRACT 4.1 Period of the Contract The period of the Contract is from date from October 12, 2016 to December 31, 2016.</p> <p>Basis of payment: The per diem rate is \$800.00. The total amount of the contract shall not exceed \$14,464.00 (HST included).</p> <p>4.2 Termination on Thirty Days Notice 4.2.1 Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor. 4.2.2 In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.</p> <p>5. Authorities</p> <p>5.1 Contracting Authority The Contracting Authority for the Contract is: Mario Lacroix</p>								

JUS 9280-11 (07/2008)

Regulation No. - Demande
Ord. Off. - Sur. demand. Yt. - An. Ser. No. - N° de série
19260 16 1781

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M-DJ	To - À Y-A M-DJ	Contract Code Code contractaire	No. of Days N° de jours	Fees /Fees Limit Taux/Fees Limite	GST % % TPS	GST Total Total TPS	Total
	<p>Team Leader Department of Justice Canada Contracting and Materiel Management Division 284 Wellington Street, EMD1215 Ottawa, ON K1A 0H8 Telephone: 613-952-9630 E-mail: mario.lacroix@justice.gc.ca</p> <p>The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.</p> <p>5.2 Project Authority</p> <p>Susan Fisher-Clement Manager, Creative Services Department of Justice Canada Communications Branch 284 Wellington St. EMB 4437 Ottawa, ON Telephone: 957-4620 E-mail: sfisher@justice.gc.ca</p> <p>The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.</p> <p>5.3 Contractor's Representative</p> <p>3820840 Canada Inc 803 Fleming Avenue Ottawa, ON K1G 2Y8 Telephone: [REDACTED] E-mail: [REDACTED]</p> <p>6. PAYMENT</p> <p>6.1 Basis of Payment</p> <p>6.1.1 Limitation of Expenditure</p> <p>i) Canada's total liability to the Contractor under the Contract</p>		s.19(1)						

JUS-2205-11 (07/2009)

Registration No. - Demande			
Ord. Cl. - Ser. deman.	Yr. - An.	Ser. No. - N° de série	
19260	16	1781	

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - A Y-A M D-J	Contract Code Code contractuelle	No. of Days N° de jours	Fees /Fees Limit Taux/Fees Limite	GST % %TPS	GST Total Total TPS	Total
	<p>must not exceed \$14,464.00. Customs duties are included and Applicable Taxes are included.</p> <p>ii) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:</p> <p>a. when it is 75 percent committed, or</p> <p>b. four (4) months before the contract expiry date, or</p> <p>c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.</p> <p>iii) If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.</p> <p>6.2 Method of Payment</p> <p>6.2.1 Multiple Payments</p> <p>Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:</p> <p>a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;</p> <p>b) all such documents have been verified by Canada;</p> <p>c) the Work delivered has been accepted by Canada.</p> <p>6.2.2 Payment by Direct Deposit</p> <p>Payments by direct deposit will be subject to section 11, Payment Period and section 12, Interest on Overdue Accounts, set out in 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) forming part of this Contract.</p> <p>To complete or amend a direct deposit registration, the Contractor must complete and submit to the Contracting Authority the Recipient Electronic Payment Registration Request Form at Annex A. The form can also be obtained from the Department of Justice internet site at http://www.justice.gc.ca/eng/contact/enrol-inscri.html.</p> <p>It is the sole responsibility of the Contractor to ensure that the information and account number submitted to Canada via their Recipient Electronic Payment Registration Request Form is up to date. Should the Contractor's information within the Recipient</p>								

JUL 2009-11 677(2009)

Resolution No. - Demande
Ord. C- Ex. d'amen. Y-A. Art. Ser. No. - N° de série
19260 16 1781

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Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y A M D J	To - A Y A M D J	Contract Code Code contractaire	No. of Days N° de jours	Fees /Fees Limit Taux/Fees Limite	GST % % TPS	GST Total Total TPS	Total
	<p>Electronic Payment Registration Request Form not be accurate or up to date, the provisions identified herein under section 11, Payment Period and section 12, Interest on Overdue Accounts, set out in 2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value) forming part of this Contract will not apply, until the Contractor corrects the matter.</p> <p>6.2.4 Discretionary Audit The following are subject to government audit before or after payment is made: a) The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged. b) The accuracy of the Contractor's time recording system. c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s). d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.</p> <p>Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.</p> <p>7 INVOICING INSTRUCTIONS 7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Claims cannot be submitted until all work identified in the claim is completed. Each claim must be supported by: a) a copy of time sheets to support the time claimed; 7.2 Invoices must be distributed as follows: a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.</p> <p>8.1 Compliance Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent</p>								

JUL 8296-11 (87/2008)

Registration No. - Demande
Ord. Dt. - Sur. deman. Yt. - Ar. Ser. No. - N° de série
19260 16 1781

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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Item Article	Description	From - De Y-A M D-J	To - À Y-A M D-J	Contract Code Code contractuel	No. of Days N° de jours	Fees /Fees Taux/Fees	EST % %TPE	EST Total Total TPE	Total
	<p>to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.</p> <p>9. APPLICABLE LAWS</p> <p>The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.</p> <p>10. PRIORITY OF DOCUMENTS</p> <p>If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.</p> <p>(a) the Articles of Agreement;</p> <p>(b) The General Conditions 2010B (2016-04-04) - Professional Services (Medium Complexity);;</p> <p>(c) Annex A, Statement of Work</p> <p>(d) Supply Arrangement Number E60ZI-120001/797/ZI (the "Supply Arrangement"); and</p> <p>(e) the Contractor's bid dated October 3, 2016</p> <p>11. ENVIRONMENTAL CONSIDERATIONS</p> <p>As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Therefore, the Department of Justice encourages product/service suppliers to improve their operations to reduce their negative impact on the environment.</p> <p>11.1 Environmental Properties Behaviour Recommended</p> <p>11.1.1 Paper consumption:</p> <ul style="list-style-type: none"> • Provide and transmit draft reports and final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority. • Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest. • Recycle unneeded printed documents (in accordance with Security Requirements). <p>11.1.2 Travel requirements:</p> <ul style="list-style-type: none"> • Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel. • Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the EWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors: 								

JUS E266-11 (07/2006)

Requisition No. - Demande
Ord. C. - Ord. dem. Yr. - An. Ser. No. - N° de série
19260 16 1781

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000408

Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

JUL 8 1979-11 (P7:2006)

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Government of
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Supply Arrangement Solicitation/Contract
Arrangement en matière d'approvisionnement relatif aux invitations à soumissionner et aux contrats

Form - Doc

BEAUVAIS-LEFORT, M.
NATIONAL CAPITAL REGION
RÉGION DE CAPITALE NATIONALE
284 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA
PHONE: 613-952-2243
FAX:

Date of solicitation / Date de l'invitation à soumissionner

Clauses (1) and (2) below will form part of this
Les clauses 1 et 2 ci-dessous font partie du document de :

Request for proposal ☐ Demande de proposition
Contract ☒ Contrat
Amendment ☐ Modification

Accounting Office Code
Code du bureau comptable
19147

Regulation No. - Contrainte
Ord. Off. - Ord. contrainte
19147 16 0862

Page 1 of 1

Destination
HUMAN RESOURCES BRANCH
DEPARTMENT OF JUSTICE CANADA
ATT: CAROLE RICE (613-293-2749)
8123-275 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

Contract Agency / Charge de l'approvisionnement
Contracting or design or other services
Destination au point de destination ou point de livraison et à l'adresse
Service requis et à l'adresse
Adresser toutes demandes de renseignements à :
BEAUVAIS-LEFORT, M.
613-952-2243

Unless otherwise indicated herein by the Crown, all prices are to be in Canadian funds and include applicable Canadian customs duties and excise taxes. The Goods and Services Tax (GST) is excluded from unit prices. GST is extra as applicable to the unit prices. GST is included in the total estimated cost. Prices include packing, packaging and are F.O.B. (including all delivery charges) destination or specified points; however, inland rates are not applicable for provincial laws. See the Supply Arrangement.

All invoices, shipping bills and packing slips must include the number indicated in this form.
Le numéro figure dans cette case des factures, des billets d'expédition et tous les documents d'accompagnement.

1914760862

Prices are to be quoted and two copies are to be sent to:
Factures - Rembourser et envoyer l'original et deux copies à :

HUMAN RESOURCES BRANCH
DEPARTMENT OF JUSTICE CANADA
ATT: CAROLE RICE (613-293-2749)
8123-275 WELLINGTON ST
OTTAWA ON K1A 0H8
CANADA

A moins d'indication contraire dans les présentes de la part de la Couronne, tous les prix sont en monnaie canadienne, les droits de douane d'expédition et la taxe d'accise sont inclus. Les taxes sur les produits et services (TPS) et sur les produits et services (TPS) sont incluses dans les prix. Les prix comprennent les frais d'emballage et de conditionnement et sont F.O.B. (y compris tous les frais de livraison) aux destinations indiquées dans les présentes. Les taxes provinciales ne s'appliquent pas. Voir l'Arrangement en matière d'approvisionnement.

Arrangement No. - Arr. de la réglementation
Previous Value - Valeur précédente
F.O.B. - À l'origine
Net weight - Poids net

- The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
 - The "Minister" means the Minister of Justice Canada and any other person authorized to act on the Minister's behalf.
 - The terms and conditions set out in the Supply Arrangement under the E602T-12000/7841/2T between the Vendor and the Crown, of Canada, are hereby incorporated into this document.
- Les conditions figurant dans l'Arrangement en matière d'approvisionnement E602T-12000/7841/2T, intervenu entre le Soumissionneur et la Couronne, représentée par le Ministère du Travail Public et Services Gouvernementaux Canada, et portant le numéro de série E602T-12000/7841/2T sont incorporées dans les présentes.

Item Article	Description	From - De Y.A.M.D.J.	To - À Y.A.M.D.J.	Contract Code Code du contrat	No. of Days N° de jours	Price / Prix Taux / Valeur	GST % Taux	GST Total Total TPS	Total
00010	Executive Coaching Financial Codes Codeage financier 0130-19075-15-3750 -4060 The currency of this P.O. is - Le devise de ce bon est : CAD	2016.06.13	2017.03.31	19147			13%	1,123.20	9,763.20
	Amount Montant 8,640.00	s.19(1) s.20(1)(c)							

Supplier name - L'entreprise soumissionnaire prend soin de
At - A
000000

The Vendor offers and agrees to sell and supply to the Minister, upon the terms and conditions set out herein, including the attachments hereto, the supplies and/or services listed herein and on any attached sheets of the present(s) set out hereafter. Responses to a request for proposal by a potential supplier will be considered as an offer to sell.

Make point of manufacture/supply of goods or where service is to be performed
Indiquer le lieu de fabrication ou d'approvisionnement des biens ou le lieu où le service doit être rendu

On - Le

The Government offers or contract to provide to the Minister, on conditions stipulated herein and in the documents attached hereto, the goods or services, as the case may be, described herein and in any attached sheets of the present(s) set out hereafter. The responses to a request for proposal submitted by a potential supplier will be considered as an offer to provide.

Destination

Name and address of Vendor - Nom et adresse du fournisseur
EXCELLENCE RHR CONSULTATION INC.
50 RUE DES MONTAGNAIS
GATINEAU QC J9J 1G2
CANADA
Phone: 819-778-7946

Name and title of person authorized to sign on behalf of Vendor (Type or print)
Nom et titre de la personne autorisée à signer au nom du fournisseur (en lettres imprimées)
X
Date: 13-juin-16 / Date de signature: 13-juin-16

For the Vendor - Pour le fournisseur
Total Estimated Cost
Coût global estimé
\$ 9,763.20
Signature: X [Signature]
Date: 13-juin-16

Vendor No. - Numéro du fournisseur
142633
JUS 626-11 (4/2004)

Price No. - Numéro du prix
819-778-3978

Is the supply
Le bien est-il
à fournir
à l'origine
ou à destination
du fournisseur
dans les
présentes
☒ Yes
☐ No

Is the supply
Le bien est-il
à fournir
à l'origine
ou à destination
du fournisseur
dans les
présentes
☒ Yes
☐ No

The Vendor hereby accepts the terms and conditions of the contract.
Le fournisseur accepte les termes et conditions du contrat.



Department of Justice
Canada

Ministère de la Justice
Canada

ProServices

Demande de soumissions et de contrat subséquent de complexité moyenne (CM) Pour les contrats à source unique inférieure à 25 000.00\$

Clauses du contrat subséquent
E60ZT-120001/841/ZT

1. Exigences relatives à la sécurité

EXIGENCE EN MATIÈRE DE SÉCURITÉ POUR ENTREPRENEUR CANADIEN : DOSSIER
TPSGC No COMMON-PS-SRCL#2

1.1 L'entrepreneur ou l'offrant doit détenir en permanence, pendant l'exécution du contrat ou de l'offre à commandes ou de l'arrangement en matière d'approvisionnement, une attestation de vérification d'organisation désignée (VOD) en vigueur, délivrée par la Direction de la sécurité industrielle canadienne (DSIC) de Travaux publics et Services gouvernementaux Canada (TPSGC).

1.2 Les membres du personnel de l'entrepreneur ou de l'offrant devant avoir accès à des établissements de travail dont l'accès est réglementé doivent TOUS détenir une cote de **FIABILITÉ** en vigueur, délivrée ou approuvée par la DSIC de TPSGC.

1.3 Les contrats de sous-traitance comportant des exigences relatives à la sécurité NE DOIVENT PAS être attribués sans l'autorisation écrite préalable de la DSIC de TPSGC.

1.4 L'entrepreneur ou l'offrant doit respecter les dispositions :

- a. de la Liste de vérification des exigences relatives à la sécurité et directive de sécurité (s'il y a lieu), reproduite ci-joint à l'Annexe B;
- b. du *Manuel de la sécurité industrielle* (dernière édition).

2. Énoncé des travaux

L'entrepreneur doit exécuter les travaux conformément à l'énoncé des travaux qui se trouve à l'annexe « A ».

3. Clauses et conditions uniformisées

Toutes les clauses et conditions identifiées dans le contrat par un numéro, une date et un titre, sont reproduites dans le Guide des clauses et conditions uniformisées d'achat publié par Travaux publics et Services gouvernementaux Canada.

4. Conditions générales

Les conditions générales 2010B (2016-04-04) conditions générales – services professionnels (complexité moyenne) s'appliquent au contrat et en font partie intégrante.



Department of Justice
Canada

Ministère de la Justice
Canada

5. Durée du contrat

5.1 Période du contrat

Les travaux doivent être réalisés durant la période du 13 juin 2016 au 31 mars 2017.

6. Responsables

6.1 Autorité contractante

L'autorité contractante pour le contrat est :

Mario Lacroix
Chef d'équipe
Ministère de la Justice Canada
284, rue Wellington
Ottawa (Ontario) K1A 0H8
Téléphone: 613-952-9630
Courriel: mario.lacroix@justice.gc.ca

L'autorité contractante est responsable de la gestion du contrat et toute modification doit être autorisée, par écrit, par l'autorité contractante. L'entrepreneur ne doit pas effectuer de travaux dépassant la portée du contrat ou des travaux qui n'y sont pas prévus suite à des demandes ou des instructions verbales ou écrites de toute personne autre que l'autorité contractante.

6.2 Chargé de projet

Le chargé de projet pour le contrat est :

Michel Brazeau
Directeur général
Direction générale des ressources humaines
275, rue Sparks
Ottawa (Ontario) K1A 0H8
Téléphone: 613-941-1867
Courriel: Michel.brazeau@justice.gc.ca

Le chargé de projet représente le ministère ou l'organisme pour lequel les travaux sont exécutés en vertu du contrat. Il est responsable de toutes les questions liées au contenu technique des travaux prévus dans le contrat. On peut discuter des questions techniques avec le chargé de projet; cependant, celui-ci ne peut pas autoriser les changements à apporter à l'énoncé des travaux. De tels changements peuvent être effectués uniquement au moyen d'une modification de contrat émise par l'autorité contractante.



Department of Justice
Canada

Ministère de la Justice
Canada

6.3 Représentant de l'entrepreneur

[REDACTED]
Excellence RHR Consultations Inc.
50, rue des Montagnais
Gatineau (Québec) J9J 1G2
Téléphone : [REDACTED]
Courriel : [REDACTED]

7. Divulgence proactive de marchés conclus avec d'anciens fonctionnaires

En fournissant de l'information sur son statut en tant qu'ancien fonctionnaire touchant une pension en vertu de la Loi sur la pension de la fonction publique (LPFP), l'entrepreneur a accepté que cette information soit publiée sur les sites Web des ministères, dans le cadre des rapports de divulgation proactive des marchés, et ce, conformément à l'Avis sur la Politique des marchés : 2012-2 du Secrétariat du Conseil du Trésor du Canada.

s.19(1)

s.20(1)(c)

8. Paiement

8.1 Base de paiement - limitation des dépenses (2013-04-25) C0206C

L'entrepreneur sera remboursé pour les coûts qu'il a raisonnablement et convenablement engagés dans l'exécution des travaux établis conformément à la base de paiement mentionnée ci-dessous, jusqu'à une limitation des dépenses de 8 640.00\$. Les droits de douane *sont inclus* et les taxes applicables sont en sus.

8.1.1 Base de paiement – frais professionnel

Ressource : [REDACTED]
Taux horaire : [REDACTED]
Heure maximum à effectuer : [REDACTED]

8.2 Limitation des dépenses

1. La responsabilité totale du Canada envers l'entrepreneur en vertu du contrat ne doit pas dépasser la somme de 8 640.00\$. Les droits de douane *sont inclus* et les taxes applicables sont en sus.

2. Aucune augmentation de la responsabilité totale du Canada ou du prix des travaux découlant de tout changement de conception, de toute modification ou interprétation des travaux, ne sera autorisée ou payée à l'entrepreneur, à moins que ces changements de conception, modifications ou interprétations n'aient été approuvés, par écrit, par l'autorité contractante avant d'être intégrés aux travaux. L'entrepreneur n'est pas tenu d'exécuter des travaux ou de fournir des services qui entraîneraient une augmentation de la responsabilité totale du Canada à moins



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que l'augmentation n'ait été autorisée par écrit par l'autorité contractante. L'entrepreneur doit informer, par écrit, l'autorité contractante concernant la suffisance de cette somme :

- a. lorsque 75 p. 100 de la somme est engagée, ou
- b. quatre (4) mois avant la date d'expiration du contrat, ou
- c. dès que l'entrepreneur juge que les fonds du contrat sont insuffisants pour l'achèvement des travaux, selon la première de ces conditions à se présenter.

3. Lorsqu'il informe l'autorité contractante que les fonds du contrat sont insuffisants, l'entrepreneur doit lui fournir par écrit une estimation des fonds additionnels requis. La présentation de cette information par l'entrepreneur n'augmente pas la responsabilité du Canada à son égard.

8.3 Modalités de paiement

8.3.1 Paiement mensuel

Le Canada paiera l'entrepreneur chaque mois pour les travaux complétés pendant le mois visé par la facture conformément aux dispositions de paiement du contrat si :

- a. une facture exacte et complète ainsi que tout autre document exigé par le contrat ont été soumis conformément aux instructions de facturation prévues au contrat;
- b. tous ces documents ont été vérifiés par le Canada;
- c. les travaux livrés ont été acceptés par le Canada.

8.4. Instructions relatives à la facturation

Les factures doivent être distribuées comme suit :

- a) L'original et une (1) copie doivent être envoyés à l'adresse suivante pour attestation et paiement :

Carole Rice
Agente principale, Finances et administration
Ministère de la Justice Canada
Direction générale des ressources humaines
275, rue Sparks
Ottawa (Ontario) K1A 0H8
Téléphone : 613-293-2749
Courriel : carice@justice.gc.ca

Chaque demande de paiement doit comprendre les documents suivants à l'appui, s'il y a lieu :

- a) Le numéro du contrat tel qu'indiqué sur la première page de ce présent document
- b) Description du travail pour la période de paiement



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8.5 Aucune obligation de payer pour des travaux non effectués en raison de la fermeture des bureaux du gouvernement

(a) Si l'entrepreneur, ses employés, ses sous-traitants ou ses agents ne peuvent accéder aux locaux du gouvernement où ils assurent des services en vertu du contrat en raison de l'évacuation et de la fermeture de ces bureaux, et que cette situation les empêche de faire leur travail, le Canada n'est pas tenu de payer l'entrepreneur pour les travaux qui auraient pu être effectués sans l'évacuation ou la fermeture.

(b) Si l'entrepreneur, ses employés, ses sous-traitants ou ses agents ne peuvent accéder aux locaux du gouvernement où ils assurent des services en vertu du contrat en raison d'une grève ou d'un lockout, et que cette situation les empêche de faire leur travail, le Canada n'est pas tenu de payer l'entrepreneur pour les travaux qui auraient pu être effectués s'il avait eu accès aux locaux.

9. Attestations - Conformité

Le respect des attestations et documentation connexe fournies par l'entrepreneur avec sa soumission est une condition du contrat et pourra faire l'objet d'une vérification par le Canada pendant la durée du contrat. En cas de manquement à toute déclaration de la part de l'entrepreneur, à fournir la documentation connexe ou encore si on constate que les attestations qu'il a fournies avec sa soumission comprennent de fausses déclarations, faites sciemment ou non, le Canada aura le droit de résilier le contrat pour manquement conformément aux dispositions du contrat en la matière.

10. Lois applicables

Le contrat doit être interprété et régi selon les lois en vigueur de l'Ontario et les relations entre les parties seront déterminées par ces lois.

11. Ordre de priorité des documents

En cas d'incompatibilité entre le libellé des textes énumérés dans la liste, c'est le libellé du document qui apparaît en premier sur la liste qui l'emporte sur celui de tout autre document qui figure plus bas sur ladite liste.

- a. les articles de la convention;
- b. les conditions générales 2010B (2016-04-04) conditions générales – services professionnels (complexité moyenne)
- c. Annexe A, Énoncé des travaux;
- d. Annexe B, Liste de vérification des exigences relatives à la sécurité (*s'il y a lieu*);
- e. L'arrangement en matière d'approvisionnement E60ZT-120001/841/ZT
- f. la soumission de l'entrepreneur en date du 31 mars 2016

12. Fondement du titre du Canada sur les droits de propriété intellectuelle

Le Ministère de la Justice Canada a déterminé que tout droit de propriété intellectuelle découlant de l'exécution des travaux prévus par le contrat subséquent appartiendra au Canada, pour les motifs suivants :



- lorsque le matériel créé ou conçu se compose de matériel protégé par le droit d'auteur, sauf dans le cas des logiciels informatiques et de la documentation s'y rapportant.

13. Traduction de la documentation

L'entrepreneur convient que le Canada peut traduire dans l'autre langue officielle toute documentation qui lui a été livrée par l'entrepreneur et qui n'appartient pas au Canada en vertu de l'article 20. L'entrepreneur reconnaît que le Canada est propriétaire de la traduction et qu'il n'a aucune obligation de fournir une traduction à l'entrepreneur. Le Canada convient que toute traduction doit comprendre tout avis de droit d'auteur et tout avis de droit de propriété qui faisait partie de l'original. Le Canada reconnaît que l'entrepreneur n'est pas responsable des erreurs techniques ou d'autres problèmes qui pourraient être causés par la traduction.

14. Remplacement d'individus spécifiques

1. Si des individus spécifiques sont identifiés dans le contrat pour exécuter les travaux, l'entrepreneur doit fournir les services de ces individus, sauf s'il n'est pas en mesure de le faire pour des motifs indépendants de sa volonté.
2. Si l'entrepreneur n'est pas en mesure de fournir les services de tout individu spécifique identifié au contrat, l'entrepreneur doit fournir les services d'un remplaçant qui possède les qualifications et l'expérience similaires. Le remplaçant doit satisfaire aux critères utilisés pour la sélection de l'entrepreneur et être acceptable pour le Canada. L'entrepreneur doit, le plus tôt possible, aviser l'autorité contractante du motif du remplacement de l'individu et fournir :
 - (a) le nom du remplaçant proposé ainsi que ses qualifications et son expérience; et
 - (b) la preuve que le remplaçant proposé possède la cote de sécurité exigée accordée par le Canada, s'il y a lieu.

L'entrepreneur ne doit en aucun cas permettre que les travaux soient exécutés par des remplaçants non autorisés. L'autorité contractante peut ordonner qu'un remplaçant cesse d'exécuter les travaux. L'entrepreneur doit alors se conformer sans délai à cet ordre et retenir les services d'un autre remplaçant conformément au paragraphe 2. Le fait que l'autorité contractante n'ordonne pas qu'un remplaçant cesse d'exécuter les travaux n'a pas pour effet de relever l'entrepreneur de son obligation de satisfaire aux exigences du contrat.

15. Droit de propriété

1. Sauf disposition contraire dans le contrat, le droit de propriété sur les travaux ou toute partie des travaux appartient au Canada dès leur livraison et leur acceptation par ou pour le compte du Canada.
2. Toutefois lorsqu'un paiement est effectué à l'entrepreneur à l'égard des travaux, notamment au moyen de paiements progressifs ou d'étape, le droit de propriété relié aux travaux ainsi payés est transféré au Canada au moment du paiement. Ce transfert du droit de propriété ne constitue pas l'acceptation des travaux ou de toute partie des travaux par le Canada ni ne relève l'entrepreneur de son obligation d'exécuter les travaux conformément au contrat.



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3. Malgré tout transfert du droit de propriété, l'entrepreneur est responsable de toute perte ou endommagement des travaux ou toute partie des travaux jusqu'à la livraison au Canada conformément au contrat. Même après la livraison, l'entrepreneur demeure responsable de toute perte ou endommagement causé par l'entrepreneur ou tout sous-traitant.

4. Lorsque le droit de propriété sur les travaux ou une partie des travaux est transféré au Canada, l'entrepreneur doit établir, à la demande du Canada, que ce titre est libre et quitte de tout privilège, réclamation, charge, sûreté ou servitude et signer les actes de transfert s'y rapportant et les autres documents nécessaires pour parfaire le titre qu'exige le Canada.

16. Responsabilité

L'entrepreneur est responsable de tout dommage causé par l'entrepreneur, ses employés, ses sous-traitants ou ses agents au Canada ou à tout tiers. Le Canada est responsable de tout dommage causé par lui-même, ses employés, ses agents à l'entrepreneur ou à tout tiers. Les parties conviennent qu'aucune disposition relative à la limitation de la responsabilité ou à des indemnités ne s'applique au contrat à moins d'être reproduite entièrement dans les articles de convention. Les dommages comprennent les blessures causées à des personnes (y compris les blessures entraînant le décès) ou la perte ou l'endommagement de biens (y compris les biens immobiliers) causés par ou durant l'exécution du contrat.

17. Atteinte aux droits de propriété intellectuelle et redevances.

1. L'entrepreneur déclare et garantit qu'au meilleur de sa connaissance, ni lui ni le Canada ne portera atteinte aux droits de propriété intellectuelle d'un tiers dans le cadre de l'exécution ou de l'utilisation des travaux, et que le Canada n'aura aucune obligation de verser quelque redevance que ce soit à quiconque en ce qui touche les travaux.

2. Si quelqu'un présente une réclamation contre le Canada ou l'entrepreneur pour atteinte aux droits de propriété intellectuelle ou pour des redevances en ce qui touche les travaux, cette partie convient d'aviser immédiatement l'autre partie par écrit. En cas de réclamation contre le Canada, le procureur général du Canada, en vertu de la *Loi sur le ministère de la Justice*, L.R., 1985, ch. J-2, sera chargé des intérêts du Canada dans tout litige où le Canada est partie, mais il peut demander à l'entrepreneur de défendre le Canada contre la réclamation. Dans l'un ou l'autre des cas, l'entrepreneur convient de participer pleinement à la défense et à la négociation d'un règlement, et de payer tous les coûts, dommages et frais juridiques engagés ou payables à la suite de la réclamation, y compris le montant du règlement. Les deux parties conviennent de ne régler aucune réclamation avant que l'autre partie n'ait d'abord approuvé le règlement par écrit.

3. L'entrepreneur n'a aucune obligation concernant les réclamations qui sont présentées seulement parce que :

(a) le Canada a modifié les travaux ou une partie des travaux sans le consentement de l'entrepreneur ou il a utilisé les travaux ou une partie des travaux sans se conformer à l'une des exigences du contrat; ou

(b) le Canada a utilisé les travaux ou une partie des travaux avec un produit qui n'a pas été fourni par l'entrepreneur en vertu du contrat (à moins que l'utilisation ne soit décrite dans le contrat ou dans les spécifications du fabricant); ou



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(c) l'entrepreneur a utilisé de l'équipement, des dessins, des spécifications ou d'autres renseignements qui lui ont été fournis par le Canada (ou par une personne autorisée par le Canada); ou

(d) l'entrepreneur a utilisé un élément particulier de l'équipement ou du logiciel qu'il a obtenu grâce aux instructions précises de l'autorité contractante; cependant, cette exception s'applique uniquement si l'entrepreneur a inclus la présente déclaration dans son contrat avec le fournisseur de cet équipement ou de ce logiciel : « [Nom du fournisseur] reconnaît que les éléments achetés seront utilisés par le gouvernement du Canada. Si une tierce partie prétend que cet équipement ou ce logiciel fourni en vertu du contrat enfreint les droits de propriété intellectuelle, [nom du fournisseur], à la demande de [nom de l'entrepreneur] ou du Canada, défendra à ses propres frais, tant [nom de l'entrepreneur] que le Canada contre cette réclamation et paiera tous les coûts, dommages et frais juridiques connexes ». L'entrepreneur est responsable d'obtenir cette garantie du fournisseur, faute de quoi l'entrepreneur sera responsable de la réclamation envers le Canada.

4. Si quelqu'un allègue qu'en raison de l'exécution des travaux, l'entrepreneur ou le Canada enfreint ses droits de propriété intellectuelle, l'entrepreneur doit adopter immédiatement l'un des moyens suivants :

(a) prendre les mesures nécessaires pour permettre au Canada de continuer à utiliser la partie des travaux censément enfreinte; ou

(b) modifier ou remplacer les travaux afin d'éviter de porter atteinte aux droits de propriété intellectuelle, tout en veillant à ce que les travaux respectent toujours les exigences du contrat; ou

(c) reprendre les travaux et rembourser toute partie du prix contractuel que le Canada a déjà versée.

Si l'entrepreneur détermine qu'aucun de ces moyens ne peut être raisonnablement mis en œuvre, ou s'il ne prend pas l'un de ces moyens dans un délai raisonnable, le Canada peut choisir d'obliger l'entrepreneur à adopter la mesure c), ou d'adopter toute autre mesure nécessaire en vue d'obtenir le droit d'utiliser la ou les parties des travaux censément enfreinte(s), auquel cas l'entrepreneur doit rembourser au Canada tous les frais que celui-ci a engagés pour obtenir ce droit.



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ANNEX A – ÉNONCÉ DES TRAVAUX (EDT)

1. TITRE

Coaching exécutif

2. OBJECTIF

Par le biais de l'appui professionnel, développer et mettre en œuvre une stratégie adaptée de coaching selon la méthode d'exploration appréciative qui répondra à la fois au développement professionnel ainsi qu'à l'orientation stratégique et aux besoins organisationnels de Justice Canada ainsi que de la transformation des services en matière de relations de travail et rémunération de la direction générale des ressources humaines.

3. ÉNONCÉ CONTEXTUEL

La direction générale des ressources humaines de Justice Canada requiert les services d'un consultant chevronné dans les domaines de la gestion des ressources humaines ayant une expérience approfondie de la Fonction publique du Canada dans l'ensemble du cadre des politiques et programmes, des pratiques en gestion des ressources humaines et notamment en matière de relations de travail et rémunération au sein de la Fonction publique.

4. DESCRIPTION DU BESOIN

La direction générale des ressources humaines de Justice Canada requiert les services d'un consultant chevronné dans les domaines de la gestion des ressources humaines ayant une expérience approfondie et récente de la gestion des ressources humaines notamment au niveau de la modernisation de la gestion des ressources humaines et du renouvellement de la fonction publique auprès des sous-ministres, sous-ministres adjoints, et directeurs généraux, cadres supérieurs, gestionnaires et de la communauté des ressources humaines.

4.1 Portée

- a) Coaching exécutif
- b) Avis et conseils stratégiques opérationnels

4.2 Tâches/Services détaillés

- a) Les avis et conseils stratégiques en matière de ressources humaines comprendront entre autre des approches novatrices en matière de transformation des services en RH et la gestion du changement et l'interrelation avec les nouvelles compétences en leadership.
- b) Les services rendus pourront prendre différentes formes selon la demande de la cliente, soit par le biais d'appels téléphoniques, rencontres individuelles ou de groupe, participation à des comités de gestion ou conférences, recherches et analyses, présentations orales ou écrites. Les rencontres auront lieu



normalement au bureau du directeur général des ressources humaines ou ailleurs selon les arrangements spécifiques demandés par le client.

4.3 Produits livrables et critères d'acceptation

- a) Les services seront rendus dans la région de la RCN.
- b) Les services de coaching seront offerts dans un contexte global de développement des compétences en leadership de la Fonction publique du Canada. La Méthode d'Exploration Appréciative (Appreciative Enquiry) donnera un encadrement positif d'amélioration continue de l'exécutif et par conséquent l'amélioration de la performance organisationnelle.
- c) Le consultant devra fournir les services dans les deux langues officielles auprès de la direction générale des ressources humaines. Les documents pourront être fournis soit en français ou en anglais.
- d) La période du contrat sera à partir de la date de signature jusqu'au 31 mars 2017



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ANNEX B - Liste de vérification des exigences relatives à la sécurité (voir pièce-jointe)



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Common PS SRCL#2
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction Acquisitions Branch
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#2

Security Classification / Classification de sécurité
UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



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PART C - (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Éléments Production														
IT Mode / Support IT														
IT Link / Lien électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?



No
Non

Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?



No
Non

Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Centralized Professional Services System, CPSS		Title - Titre Professional Services - Methods of Supply	
Signature <i>Robert Leman</i>		Date 2012/03/13	
Telephone No. - N° de téléphone 000-000-0000	Facsimile No. - N° de télécopieur 000-000-0000	E-mail address - Adresse courriel SEPC.CPSS@tpsgc-pwgsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Charron, Annick		Title - Titre SO	
Signature <i>Annick Charron</i>		Date MARCH 30, 2012	
Telephone No. - N° de téléphone 819-958-0515	Facsimile No. - N° de télécopieur 819-954-1449	E-mail address - Adresse courriel annick.charron@tpsgc-pwgsc.gc.ca	Date MARCH 30, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			
<input type="checkbox"/> No Non		<input type="checkbox"/> Yes Oui	
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature		Date	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	
Signature <i>Jacques Saumur</i>		Date 27-MARCH-2012	
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgsc.gc.ca
Tel/Tél - 813-948-1732 / Fax/Téléc - 613-954-4171

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